



Job Posting: Finance Assistant

The Ryerson Students' Union (RSU) is currently seeking candidates to assist the Financial Controller with accounting operations. The employee will play a central role in the financial operations of the Students' Union. The Assistant is directly supervised by the Financial Controller.

Positions Available: One (1)

Start Date: September 2nd

Rate of Pay: \$15.00 per hour

Hours Per Week: 20 hours

Posting Date: August 23, 2019

Closing Date: August 30th, 2019

IMPORTANT

This position is open to all full time students in an undergraduate program and all full time and part time students in a graduate program. Students DO NOT need to qualify for Career Boost or ISSWEP to apply.

RESPONSIBILITIES:

- Assists with Accounts Payable functions: invoice entries, vendor list maintenance and weekly cheque run preparation
- Assists with Accounts Receivable functions: customer list maintenance, and associated account reconciliations
- Maintaining Asset/Depreciation schedules and reconciliations
- Assist with Bank Reconciliation
- Assist with Audit related requirements
- Assist with miscellaneous office work and filing
- Performs other duties as assigned.

SUCCESSFUL CANDIDATES WILL POSSESS:

- Demonstrated knowledge of accounting
- Attention to detail and accuracy
- Excellent organizational and time management skills and the ability to work within deadlines.
- The ability to multi-task and accomplish many goals simultaneously and while under pressure.

- Accounting experience would be an asset
- Experience working in an office environment – knowledge of the systems and resources necessary to allow for the efficient operation of the office
- Superior oral and written communication including experience in a customer-service capacity
- The ability to be self-motivated and work independently
- An understanding of the dynamics and diversity of an urban university
- Experience working within a students' union and familiarity with the Canadian students' movement are assets.
- Must be a student at Ryerson University

Interested candidates should submit a resume and cover letter
PRIOR TO

Finance Assistant Hiring Committee

Ryerson Students' Union Email: jobs@rsuonline.ca

55 Gould Street, SCC 311 Fax: [416-979-5260](tel:416-979-5260)

Toronto, Ontario M5B 1E9

(If sending a “soft-copy” of your resume and cover letter via email, please ensure it is in Microsoft WORD or Adobe Acrobat format.)

Who are we?

The Ryerson Students' Union represents over 36,000 full-time undergraduate and graduate students at Ryerson University, in downtown Toronto. As the central students' union on campus, the RSU works to build campus life, advocate on behalf of its members, organize campaigns and initiatives, provide cost-saving services, and work with students across the province and country for a more affordable and accessible post-secondary education system.

For more information on the Ryerson Students' Union, please check out our website at www.rsuonline.ca.

Note: The Ryerson Students' Union is an independently incorporated and autonomous from Ryerson University.

The Students' Union is committed to employment equity and encourages applications from diverse communities, including: Aboriginal people, persons of colour, persons with disabilities, members of the queer community, Trans people and women.