



JOB OPPORTUNITY

JOB TITLE: Finance Clerk – 2 positions	JOB TYPE: Summer Seasonal
HOURS OF WORK: 35 hours/wk.	HOURLY RATE: \$15.45
DURATION: May 1 to September 2, 2019 or June 1 to September 2, 2019 (please specify preferred start date)	
POSTING DATE: March 5, 2019	CLOSING DATE: April 29, 2019

The Finance Clerk will be assisting the Senior Financial Analyst and Director of Finance. This position is ideal for someone currently enrolled in a financial post-secondary program and would like to work full-time during the summer months.

Job Responsibilities

- Set-up and deactivation of work orders
- Assist with utility tracking and prepare daily reports
- Review, process and input invoices
- Processing and reporting on Food Building Exhibitor orders
- Record journal entries and adjustments
- Compile, sort and match invoice to contracts
- Assist in obtaining financial data as required
- Prepare and maintain accounting files
- Assist in preparation of ad-hoc reports
- Perform other related duties as assigned

Qualifications

- Participation in a recognized accounting certification program
- Previous work experience in an office environment
- Experience using a variety of software packages including excel
- Working knowledge of basic accounting practices
- Good interpersonal skills with the ability to communicate effectively
- Good organizational skills with the ability to prioritize and meet deadlines
- Required to work weekends

How to Apply:

To apply for this position, mail, fax or e-mail your resume/application, a cover letter describing your qualifications in relation to the qualifications required and a school transcript (if available) to: Human Resources Division, 100 Princes' Boulevard, Suite 1, Exhibition Place, Toronto, Ontario, M6K 3C3. Fax (416) 263-3690 or by e-mail to humanresources@explace.on.ca

Accommodation:

Exhibition Place is committed to fostering a positive and progressive workforce. We will provide equitable treatment and accommodation to ensure barrier-free employment in accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and Exhibition Place's Accommodation Policy. You can request accommodation at any stage of our hiring process.

If you are invited to participate in the assessment process, we ask that you provide your accommodation needs in advance at that time. Please be advised that you may be requested to provide medical/other documentation to Human Resources to ensure that appropriate accommodation is provided to you throughout the process.

We thank all applicants, however, only those who meet the minimum qualifications will be considered for review.