

Toronto Metropolitan University Student Centre (TMU-SC) is an extra-curricular community hub on TMU Campus. We operate the campus pub, a café, and event/conferencing services. Also housed in our buildings are the Students' Unions, the Eyeopener student newspaper, and the campus radio station, CJRU.

The Opportunity: Part-time Finance Clerk

Are you looking to join a workplace that you don't just work for, but are a part of? A team where your input, work, and successes are valued, and your voice is heard? Are you looking to join a diverse team of likeminded individuals focused on the values of hospitality, service, teamwork, and integrity?

If you answered **YES** to any of these questions, we encourage you to apply.

Why would you join our team? Our focus is on Experience. Whether you are joining us on our staff team, as a customer, or as a building guest, we want you to have the best experience possible while under our roof.

Position Compensation: \$18.82 per hour to start plus other Union benefits

Job Location: 55 Gould Street. Toronto Metropolitan University Campus. Downtown Toronto!

Position Type: Part-Time

Schedule: 25-30 hours per week
Monday to Friday days – 9:00am – 5:00 pm

The Skills You Need (or Are Willing to Develop) to Be Successful in the Position:

- Assists Finance Coordinator/Finance Manager to check, reconcile, record, classify, and summarize daily cash received from the Ram in the Rye, Oakham Café, and Conference Services;
- Prepare bank deposits;
- Other duties as assigned.

Qualifications:

- Able to work daytime shifts (Monday to Friday between 9:00 a.m. to 5:00 p.m.)
- Ability to work effectively under pressure
- Multi-tasking abilities
- Ability to anticipate and solve mathematical problems
- Sensitivity to diverse needs and respect for diversity and equity
- Excellent communication, both verbal and written
- Superior attention to financial detail
- Advanced knowledge of Microsoft Office Suite and Excel
- Responds well to direction and follows-up with assigned tasks and projects
- Takes initiative and demonstrates resourcefulness with regards to problem-solving

The TMU-SC aims to achieve and maintain a representative workforce for all employees by actively seeking to attract individuals of diverse backgrounds while affirmatively addressing the historic underrepresentation of marginalized communities, including but not limited to, Indigenous peoples, Black people, people living with disabilities, racialized people, LGBTQ+ people and women.

Persons with Disabilities: Persons with disabilities are encouraged to come forward at any stage of the recruitment process to request accommodation, if needed. Members of our team will consult and create processes that provide individuals with disabilities with the best possible recruitment experience.

Applying:

We thank all who apply, however only qualified candidates will be contacted for an interview.

Submit resume and cover letter (One document in Word or PDF Format) with heading: Part-time Finance Clerk to jobs@ryersonstudentcentre.ca