

Compass Early Learning and Care Career Opportunity

Position: Accounting Summer Student

Job Type: Contract (Canada Summer Jobs)

Location: Peterborough, Ontario

Hours: 35 hours per week. Monday to Friday

Rate of Pay: \$19.87

Anticipated Start Date: July 5, 2021

Anticipated End Date: August 27th, 2021

About the role

At Compass ELC you will work as an Accounting Summer Student alongside some of the most passionate, caring, and dedicated people. You will spend your time engaging, connecting and working alongside our dynamic Finance Team. You will model and grow a perspective of equity and strive for a deeper understanding of cultural awareness. Hours will be based on programs needs and funding. This 8-week contract position is 35 hours per week Monday to Friday and is funded by Canada Summer jobs.

About you

You are passionate about collaboration, distributed leadership, and life-long learning. You are energetic, resourceful and creative in your pursuits of creating learning opportunities, building connections and engaging with your colleagues, community partners, children, and families. You possess the training and documents required by the Ministry of Education to work in a child care setting.

As a Canada Summer Jobs "Participant" you must be:

- a) Between 15 and 30 years of age (inclusive) at the start of employment
- b) Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- c) Is legally entitled to work according to the relevant provincial/ territorial legislation and regulations. *International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent resident.

Compass ELC Administration

553 Bonaccord Street Peterborough ON K9H 0K2

Tel: 705 749 3488 ext. 217

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careers@compasselc.com

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Some Associated Accountabilities:

- Working as part of a team with fellow Co-workers and Community Partners.
- Supporting the Finance team with any new projects.
- Supporting with scanning and uploading finance supporting documents.
- Supporting with data entry of accounting records
- Using Microsoft Excel and QuickBooks.

To Apply

Please send your resume and cover letter to: careers@compasselc.com, or you can apply through our online application form: <https://www.compasselc.com/apply/>

In keeping with Compass Early Learning & Care's commitment to providing service in a manner that is accessible to all, reasonable accommodations will be provided for applicants upon request. Please contact Human Resources: hr@compasselc.com or careers@compasselc.com. 705-749-3488 ext. 217

Additional Information and Requirements:

Experience:

- 1-year administrative experience (Preferred)
- 1-2 years of experience working in accounting (Preferred)

Education and Certifications:

- Working towards a Post-Secondary Degree in relevant field (Required)
- Updated Vulnerable Sector Check within the last 6 months (Required)

Language:

- English (Required)