



SUMMER EMPLOYMENT STUDENT OPPORTUNITY 2019

REQUIREMENTS FOR ALL SUMMER STUDENTS:

To be considered for summer student employment with Synergy North, students **must** have been attending school on a full-time basis for the 2018-19 school year, **and** **be returning** to full-time studies for the 2019-20 school year.

ACCOUNTING DEPARTMENT – *one position*

Qualifications:

- Enrolled in a post-secondary Business Program (preferably in Accounting or Finance) and returning as a full time student in the fall of 2019. *Preference will be given to students who have completed first and/or second year.*
- Experience with data entry and Microsoft Office software (Excel, Word).
- Excellent presentation, verbal and written communication skills.
- Must be self-motivated, organized and task oriented.
- Ability to work independently and in a team environment.

General Duties:

- Assist in various areas of the Finance Department including Cashiers, Accounts Payable, and/or Accounts Receivable.
- Assist in the Document Manager System transition of the Finance Department.
- Assist with special projects as required.
- Perform other related duties as assigned.

HOURLY RATE: \$15.38 (May 1, 2018 rates)

INTERESTED STUDENTS ARE TO SUBMIT THE FOLLOWING DOCUMENTS BY EMAIL to recruit@synergynorth.ca. Please indicate the POSITION APPLY FOR and include the following:

- COVER LETTER & RESUME
- COMPLETED TBHYDRO “SCHOOL VERIFICATION OF ENROLMENT FORM” (download blank copy from <http://www.synergynorth.on/Careers>) or Enrolment Verification Form provided by their respective post-secondary institution.

NOTE THAT ALL SUCCESSFUL CANDIDATES WILL BE REQUIRED TO SUCCESSFULLY COMPLETE A POLICE INFORMATION CHECK (PIC) AS A CONDITION OF EMPLOYMENT. INFORMATION REGARDING THE PROCESS TO COMPLETE THE PIC WILL BE PROVIDED AT THE TIME THAT AN OFFER OF EMPLOYMENT IS MADE TO THE SUCCESSFUL CANDIDATE.

Deadline for Applications: 4:00 p.m. , February 22, 2019