Finance Assistant

Are you passionate about language education? Be part of the team that utilizes science and technology to transform the way students learn a new language. There is no better place to make an impact, join U+ today!

About U+ Education:

U+ Education is a global, innovation-driven educational technology business that is committed to the long term success of our students. U+ connects highly qualified teachers from Canada with students throughout the world for interactive English, French, Spanish, Mandarin, Cantonese, Korean, and Japanese immersion learning. With this in mind, we welcome the opportunity to work with talents from across disciplines to grow and develop within U+ community.

About this opportunity:

As the Finance Assistant, you will be coordinating resources to maintain Quickbook updates and analyze financial data. In addition, the incumbent will summarize and analyze programs classroom data and support marketing, in order to help the team make informed decisions.

A great candidate for this position will possess the following:

- Attention to detail as well as superior organization and time management skills
- Dedicated and passionate about education and numbers
- Proficient in Excel and PowerPoint as well as other applications from Microsoft Office
- Very familiar with Quickbook and Excel or other accounting software
- Professionalism and interpersonal skills to work collaboratively within a team and build positive relationships

This is a flexible position and has the option of working in our Markham office, hybrid, or working entirely remotely.

To apply, please send your resume to hr@upluseducation.ca

Website: www.upluseducation.ca