

## **Accounting Assistant**

Are you passionate about language education? Be part of a team that utilizes science and technology to transform the way students learn a new language or discover your passion for STEAM. 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. In addition to language programs, U+ Education has introduced a STEAM program, which includes coding! 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 Accounting Assistant, you will be responsible for:

- Coordinating resources to maintain Quickbook updates and analyze financial data.
- Will summarize and analyze programs classroom data and support marketing, in order to help the team make informed decisions.
- Working in various sectors of the company! Majority of time will be spent on finance development, however candidates are expected to take on tasks related to other fields (business development, teaching, curriculum development etc.) to make up the rest of their hours.

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 where you have the option of working in our Markham office, hybrid, or working entirely remotely.