

Finance Summer Student Profile

Status: Part-time, 3 days per week

Report to: Controller

SUMMARY

The summer student will help strengthen the administrative backbone of TAS's Finance Team by directly supporting: accounts receivable; payment processing from ERP inputs to cheque distribution; daily and monthly cash and management reporting; select clerical and special projects. Our ideal candidate will bring enthusiasm, a willingness to learn, attention to detail and accuracy to the role. This is a great opportunity for an emerging professional looking to gain hands-on experience within and to be mentored by a team of six + finance professionals at a growing, fast-paced mixed-use community-focused real estate developer.

SKILLS AND COMPETENCIES

- Relevant post-secondary education in business administration or accounting
- Demonstrated working knowledge of accounting principles
- Exceptional computer skills including advanced Excel, Word and PowerPoint, experience with ERP systems is considered an asset
- Rigorous attention to detail
- Enthusiastic with a desire to learn and contribute
- A team player who can also work independently
- Excellent written and verbal communication skills
- Curious, collaborative and approachable
- High level of integrity, ownership, and accountability
- Passionate, with a demonstrated interest in city building and/or social impact
- Confident with a professional style

RESPONSIBILITIES

Invoice processing

- Ensure accurate entry in ERP system, review coding for appropriate classification
- Assist with vendor enquiries
- Coordinate clerical processes including scanning and filing, including the physical mails received at the office

Payment processing

- Coordinate cheque execution and distribution
- Set up EFT and Wires as needed
- Manage and send Cheque fraud protection list to the banks

Insurance Policies

- Manage and collect Summary of Policy Specs, YOY premium amounts, and summary of values

Reconciliations

- Support bank reconciliations with PAP inputs
- Investigate and reconcile credit card spending

Cash management

- Take part in daily cash report preparation
- Set up bank transfers as needed

Other duties

- Help prepare HST returns
- File physical and electronic documents
- Support general administrative tasks as required
- Connect to TAS's strategy and operations by participating in functional and full team mtgs
- Embody TAS's Culture Code i.e. be a performance fanatic, innovative, an exceptional collaborator and committed to multipurpose impact

PROCESS: Candidates should email their resume and cover letter together in one PDF document to: careers@tasdesignbuild.com quoting the position in the subject line. No telephone inquiries. We thank all applicants, however, only those selected for an interview will be contacted.

ABOUT: TAS is a community-focused, mixed-used developer that is deeply committed to building resilient urban villages. We cultivate long-term relationships with communities to ensure our positive impact extends well beyond the footprint of our buildings. Our office is a lab where a growing team of passionate experts and external partners collaborate to solve our city's most pressing needs. We have completed five major projects and our active project pipeline has an estimated value at completion of nearly \$3.3 billion. TAS is a Certified B Corporation and a founding member of the SVX Social Impact Investment Platform.

www.tasdesignbuild.com