

Accounting Assistant / Teaching Assistant

Are you passionate about education? Be part of a team that utilizes technology to transform the way students learn a new language or discover their 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 company dedicated to the long-term success of our students. We connect highly qualified Canadian teachers with students worldwide for interactive immersion learning in English, French, Spanish, Mandarin, Cantonese, Korean, and Japanese. Beyond language programs, U+ Education has expanded its offerings to include STEAM programs, which encompasses coding and various camp programs to cater to a broad spectrum of students. With this expansion, we are eager to collaborate with talents from various disciplines to foster growth and development within the U+ community.

About this opportunity:

As an Accounting Assistant and Teaching Assistant, you will be managing business financials including budgeting, invoicing, and creating receipts. You will also spend 50% of your time working towards the U+ educational curriculum and supporting the teaching activities.

Key responsibilities are as follows:

- Organizing, managing, and analyzing data.
- Coordinating resources to maintain QuickBooks updates and analyze financial data.
- Assisting with lesson planning and teaching activities for camps or virtual classes.

- Summarizing and analyzing programs classroom data and supporting the marketing team to help them make informed decisions.
- Working in various sectors of the company! Majority of your time will be spent on finance development, however candidates are expected to take on tasks related to other fields (such as business development and curriculum planning) to gain a variety of experiences.

A great candidate for this position will possess the following:

- Attention to detail as well as excellent organization and time management skills.
- Dedication and passion towards about education and working with numbers.
- Proficiency in Google Sheets and other Google applications.
- (Previous courses or experience in accounting and previous experience teaching or working with kids are assets.)

This is a flexible position where you have the option of working fully in-person in Richmond Hill or Markham, in a hybrid mode, or entirely remotely. Our in-person working locations are:

- Our Lady Help of Christians Catholic Elementary School (275 Redstone Road, Richmond Hill, ON)
- Stonebridge Public School (168 Stonebridge Drive, Markham, ON)