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## **OPHEA FINANCE ASSISTANT APPLICATION FORM**

### **ELIGIBILITY**

#### **Ontario Resident**

Do you currently live in Ontario?

Yes

No

#### **Eligible to Work in Ontario**

Are you legally eligible to work in Ontario? You must currently have a valid work permit or permanent residency or be a citizen of Canada to work in this role.

Yes

No

#### **Compensation**

The salary for this position was shared in the job posting (\$20 per hour). Are you comfortable accepting an offer at this compensation?

Yes

No

[If 'No' to any of these questions – end application]

[End Application]

Thank you for your interest in the Finance Assistant position.

However, given you responded 'No' to one or multiple eligibility questions, we recommend you do not proceed with completing an application form.

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## **BACKGROUND INFORMATION**

First and Last Name: [Open Response]

Pronouns (optional): [Open Response]

City: [Open Response]

Email: [Open Response]

Phone: [Open Response]

### **Interest in Position**

Why are you interested in joining our team?

[Open Response]

### **Work Arrangement**

Ophea offers both remote (work from home) and hybrid (work some hours from home and some hours from the Ophea office in Toronto) work arrangements. If you were successful in this position, what work arrangement would you prefer?

Remote

Modified Hybrid

### **Availability**

Please provide your ideal weekly working day(s) and the times that you would be available to work on the selected day(s) (e.g., 1:00 pm – 5:00 pm).

Monday                      Time: [Open Response]

Tuesday                        Time: [Open Response]

Wednesday                    Time: [Open Response]

Thursday                      Time: [Open Response]

Friday                         Time: [Open Response]

Saturday                       Time: [Open Response]

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## **EDUCATION AND EXPERIENCE**

### **Education**

Please outline any relevant education that you feel would be beneficial to the Finance Assistant position (either completed or in progress).

Include program, educational institute, and 1-2 sentences describing what was learned.

#### Example

*Humber College, Bachelor of Commerce – Finance (In Progress)*

*This program offers comprehensive knowledge of both business and finance, including a foundation of business studies in areas such as finance, accounting, and operations management.*

[Open Response – 3,000 character limit]

### **Experience**

Please outline any relevant work/volunteer experience(s) that you feel would be beneficial to the Finance Assistant position.

Include title, organization, and 1-2 sentences describing what you did for each experience.

#### Example

*Bookkeeper, ABC Organization*

*In this role, I supported daily accounting tasks such as monthly financial reporting, general ledger entries, and adjustments.*

[Open Response – 3,000 character limit]

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## **SKILLS**

### **Job-Related Skills**

Rate your knowledge and experience level with the following financial tasks:

[Scale - Excellent, Very Good, Good, Adequate, Poor, N/A]

- Processing invoices and expense claims using accounting software (e.g., Quickbooks).
- Preparing monthly journal entries.
- Preparing bank reconciliations.
- Communicating with vendors (e.g., following up on unpaid invoices, sending payment receipts).
- Preparing internal financial and management reports.
- Assisting with financial audits.

### **Technology**

Rate your knowledge and experience with the following technology:

[Scale – Expert, Advanced, Intermediate, Beginner, N/A]

- Using Microsoft Excel.
- Using Quickbooks accounting software.

List your knowledge and experience of any other accounting software that you have used other than QuickBooks.

[Open Response]

### **Personal Skills**

Of the following job skills (social/soft/behavioural), select the three (3) skills that best describe you.

[Limit to 3 choices]

- Accountable
- Positive attitude
- Adaptable
- Continuous Learner
- Client Focused
- Collaboration
- Communication
- Detail Oriented
- Problem Solving
- Time Management

Why did you pick those three skills?

[Open Response]

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**OVERALL**

Is there anything else we should be aware of as it relates to your application for this position? (e.g., prior commitments impacting start date)

[Open Response]

**Confirmation**

I confirm that all the information I submitted in this application is accurate.

[ ] Yes

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**THANK YOU**

Thank you for taking the time to apply for the Finance Assistant position. We will contact you if you are selected for an interview.