

# Student Audit Assistant – Audit Services

## Job Description/Duties

The incumbent will assist in general office duties. Primarily the Assistant will be responsible for attending meetings and taking notes, preparing minutes, pulling, sorting, and photocopying documentation for audit files. Some preparation and completion of audit working papers, data entry, data analysis, and other duties as assigned.

## Preferred Qualifications

This position requires an individual who can work independently, has strong verbal and written communication skills and is attentive to detail. Knowledge of basic accounting and auditing principles is an asset. Must have a working knowledge of Microsoft Office (i.e. Word, Excel, Access). Individual must be professional and able to maintain confidentiality at all times.

## Hours

Flexible between 9:00 a.m. to 4:00 p.m., Monday to Friday. Approximately 4-8 hours per week; will work with student's schedule.

**Start Date:** September 2010

## Contact

**Please send resume by July 30, 2010 to:**

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