

Urban Strategies is a leading international planning and urban design firm, based in Toronto, Canada. We have over 70 permanent staff, counting 13 partners, from diverse professional backgrounds including architecture, economics, landscape architecture, planning, public administration and the visual arts. Our diversity allows us to meaningfully integrate planning and design to evolve and transform communities.

Our work occurs at many scales and in many diverse places, and includes the preparation of community and institutional master plans, downtown revitalization strategies, waterfront renewal, development planning and policy plans. We have clients across North America, in the UK, Europe, the Caribbean and Asia. We have a strong reputation for great work, great people, and great coffee.

We are located on the top floors of a sunlit, post-and-beam former knitting factory at Queen Street W. and Spadina Ave, in downtown Toronto.

We are currently seeking a dynamic **Accounting Assistant**.

The role includes:

- Accounts Payable
- Processing Employee Expenses
- Accounts Receivable
- Filing
- Office Administration and serve as backup support to the Office Manager
- General office administration as required
- Other tasks as required

The ideal candidate will have:

- Finance or Accounting related post-secondary or equivalent experience
- Proven experience in accounts payable and invoicing.
- Strong verbal and written communication skills.
- Intermediate Excel Skills
- Self-motivated, strong work ethic and the ability to work as part of a team
- Experience with Ajera is considered an asset.

At Urban Strategies, we believe that success happens where new ideas can flourish. As an equal opportunity employer, we know that an environment that fosters diversity and inclusion can access the untapped potential that lies in our workforce and stimulate innovation. Please visit our website to learn more about our firm.

To apply, please send your cover letter and resume (PDF) to hr@urbanstrategies.com or click on the link [Apply Now](#) on our website.