

Summer Student Internship/Coop

Department: Finance
Type of Position: Summer Student Contract (**Internship/Coop**)
Location: 5160 Yonge Street, North York

Since 1976, Tarion has provided new home warranty protection to more than 2 million Ontario homes. We serve new home buyers and new homeowners by ensuring that one of their life's biggest investments is protected. Almost every new home in the province is covered by a new home warranty. This warranty protection is provided by Ontario's builders and lasts up to seven years. It is backstopped by Tarion. More than 375,000 homes are currently enrolled in the warranty program. Every year about 55,000 new homes are enrolled.

With more than 265 employees, Tarion works hard every day to serve the public interest by, first and foremost, protecting consumers and their new home purchases. We investigate homeowner warranty claims; resolve warranty disputes between homeowners and builders; and provide deposit and delayed closing protection for new home buyers. We also manage the Guarantee Fund, an important financial reserve designed to help shield Ontario consumers from possible catastrophic building events. All of this enhances fairness and confidence in Ontario's new home building industry.

The primary focus of this role is to support the Finance team with accounts payable, accounts receivable, the monthly accounting cycle and finance projects. The role is hybrid and will work in Head Office two days a week.

Areas of Responsibility:

- Participate and support the monthly accounting cycle through preparation of reconciliations, analysis, and preparation of the month-end entries;
- Assist with Accounts Payable processing
- Provide administrative support to the Collection function
- Support Finance projects and engage in system testing
- Assist with ad-hoc financial analysis as required

Qualifications:

- Working towards a Finance or Accounting degree
- Knowledge of Excel and Word is required
- Knowledge of accounting is an asset
- Detail orientated is an asset



Why Choose Tarion?

We believe that Tarion's employees are its most valuable asset. We strive to provide a welcoming work environment

We offer employees a competitive compensation program, opportunities for learning and development, an employee discount program, access to wellness programs, and a variety of Employee Assistance Program tools and online resources to support well-being.

At Tarion, we believe that a strong commitment to diversity and inclusion allows employees to perform at their very best and underpins a culture in which everyone feels they have an equal opportunity to belong and build a career. Tarion is committed to developing and maintaining work environments and practices that ensure equality of opportunity in recruitment, selection and promotion, and to removing systemic barriers so that employees have every opportunity to feel included in the workplace.

If you are a person with a disability and have questions or would like help with your application, please email careers@tarion.com or contact a member of the Human Resources Department.

Application Submissions & Deadline:

Please submit a covering letter and resume with vacancy code **FINSummer23** to careers@tarion.com by March 3, 2023.