

About ShopMate

ShopMate is a shopping assistant tool that helps freelance contractors enjoy an effortless and cost competitive shopping experience.

Position: Accounting Assistant

As an Accounting Assistant at ShopMate, you will review documents, make templates, research funding, and organize costs, helping the co-founding team set up and manage their financial structure.

Roles and Responsibility:

- Review and edit documents, make templates for basic accounting reports and governmental obligations, including taxes;
- Research available funding and help prepare applications to secure such funds

Qualifications:

- Self-motivated student;
- Interested in learning while working in a start-up;
- Studying or some experience with basic accounting knowledge

Placement details:

- The duration of this placement is **80 hours/semester**
- Location: **Remote**
- Upon completing your placement, you will receive an **\$825** honorarium.
- Deadline to apply: **September 30, 2023**.