

POSITION: Accounting Specialist

COMPANY DETAILS: AME Learning (“AME”) is a leader in providing financial literacy education in corporate and academic markets. Founded in 1997, AME uses a patented and award-winning system to teach accounting and financial principles in an intuitive way. Some of AME’s corporate clients include Burger King, Hallmark, Toyota, Alliance Atlantis, Bell Canada, Purolator, Royal Bank of Canada, and Second Cup. Some of AME’s academic clients include Seneca, Fanshawe College, College of the Rockies, and Humber College.

AME is a venture-backed company experiencing rapid growth throughout North America. AME is expanding its team to support new growth initiatives and customer traction. For more company information, visit our website at www.amelearning.com

JOB DESCRIPTION: The role of an Accounting Specialist will be to work in conjunction with the author of our accounting courses and department manager to create course and training material.

Responsibilities will include, but not be limited to:

- Work closely with subject matter specialists (accounting authors / editors) to create in-class course material:
 - In-class textbooks
 - Online quizzes and exercises
 - In-class exercises, tests, exams
 - eLearning course curriculum
- Improve existing material based on instructor and students feedback
- Research and edit course content

Qualifications:

- Strong knowledge of accounting subject matter: accounting degree, CMA, CGA or CA designation preferred
- Very creative and detail oriented
- Excellent organizational and time management skills
- Work well in teams
- Good working knowledge of MS Office (Word, Excel, PowerPoint)

Position and responsibilities will expand based on proven competence across core deliverables. Selected candidates will undergo training to understand the method of creating course material.

PERFORMANCE METRICS AND COMPENSATION: Success will be based on mutually agreed milestones. Compensation will be composed of a base salary and performance bonus.

APPLICANTS: Please send applications, including cover letter and resume, to linda@amelearning.com. We thank all applicants who choose to apply; however, only those selected will be contacted.