



Finance Student

Full time, Finch, Ontario

Hours: Monday-Friday (8:00 a.m. - 4:00 p.m.)

Salary Range: To Be Determined

Start Date: May 4, 2020

At South Nation Conservation (SNC) you will be immersed in a diverse professional environment, where you will thrive in a multi-disciplinary community that includes engineers, planners, biologists, foresters, and GIS technicians, among others.

SNC's strength lies in our experience performing and applying cutting edge science and research at the community level. Our entrepreneurial culture is a dynamic combination of government and private sector, in which you will have the scope to lead innovative projects to protect and enhance our local environment.

POSITION DETAILS:

The incumbent will work in a multi-disciplinary team environment. Responsibilities include assisting with the completion of activities concerning the Authority's finance and human resource requirements. Responsibilities include accounts payable, accounts receivable, payroll, deposits, filing and archiving. This position reports to the Director, Organization Effectiveness.

WHAT YOU OFFER:

- Attending college or university; studying business, finance, accounting or related discipline.
- Experience with computers and Microsoft Office programs.
- Experience with SharePoint, Sage 300 ERP, SQL and other databases is an asset.
- Excellent organization and problem-solving skills.
- Excellent verbal and written communication skills.
- Enthusiasm, determination and the ability to work independently.
- Previous experience with environmental projects is an asset.
- Previous office experience is an asset.
- Bilingualism (French/English) is an asset.
- Reliable transportation to and from the office.
- Valid Class "G" Driver's License.

WHAT WE OFFER:

- You will join an organization with over 70 years of history.
- You will have the opportunity to work with a solutions-focused team and develop your skills.
- You will work for an organization that places tremendous value on the professional and personal development its employees.



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LOCATION:

The SNC office is in a rural location in Finch, Ontario, southeast of Ottawa. The successful candidate must have reliable transportation.

SUBMISSION INFORMATION:

Forward resumes, a writing sample and references by 8:00 am on January 31, 2020 to:

Hannah McMillan
Accounting Analyst, Corporate Services
hmcmillan@nation.on.ca

Please quote '*Finance Student*' in the subject line. Submitted resumes must be in Word or pdf format.

All applicants must meet the eligibility criteria imposed by the funding agency,
<https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/screening-eligibility.html>.

Thank you for your interest in South Nation Conservation; however only those candidates selected for an interview will be contacted. This position is funding dependent, the number of positions will be dependent on the amount of funding received.

SCHEDULE “A”

Job Stream: Corporate and Community Services

Position: Finance Student

Employer: South Nation Conservation

Position Summary:

The incumbent will work in a multi-disciplinary team environment. Responsibilities include assisting with the completion of activities concerning the Authority's finance and human resource requirements. Responsibilities include accounts payable, accounts receivable, payroll, deposits, filing and archiving. This position reports to the Director, Organization Effectiveness.

Requirements:

- Attending college or university; studying business, finance, accounting or related discipline.
- Experience with computers and Microsoft Office programs.
- Experience with SharePoint, Sage 300 ERP, SQL and other databases is an asset.
- Excellent organization and problem-solving skills.
- Excellent verbal and written communication skills.
- Enthusiasm, determination and the ability to work independently.
- Previous experience with environmental projects is an asset.
- Previous office experience is an asset.
- Bilingualism (French/English) is an asset.
- Reliable transportation to and from the office.
- Valid Class “G” Driver’s License.

Duties/Responsibilities:

Under the functional guidance of the Team Lead, Corporate Services, the incumbent will:

- Assist with general finance duties providing support to the department including accounts payable, accounts receivable, bank deposits, bank reconciliations, filing, and organizing filing systems and back filing.
- Assist with the integration of SharePoint, Sage 300 ERP, and SQL databases to eliminate manual entry.
- Assist with general office duties providing support to departments including answering phones, typing reports, emailing, faxing, scanning, photocopying, filing, troubleshooting office equipment etc.
- Assist in the development of new business proposals and grant applications.
- Prepare information and reports for management, committees, and the Board as required.
- Comply with regulations in the SNC Personnel Policy and SNC Health and Safety Policy.
- Ensure all staff, contractors, volunteers, and visitors (working with the individual) comply with SNC Health and Safety Policy.
- Maintain facilities in a neat and clean condition.
- Other duties as required.

Health and Safety:

The incumbent shall:

- Work in compliance with the provisions of the *Occupational Health and Safety Act* and regulations;
- Use or wear the equipment, protection devices or clothing that the worker's employer requires to be used or worn;
- Report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
- Report to his or her employer or supervisor any contravention of the *Occupational Health and Safety Act* or the regulations of the existence of any hazard of which he or she knows.