



Student Association of George Brown College

Job Title:	Finance Assistant	Job Category:	Support Staff
Department/Group:	Finance	Will Train:	Yes
Location:	Casa Loma Campus and various remote work where applicable	Travel Required:	Yes
Rate of Pay:	\$15.00/hr (up to 20 hours per week)	Position Type:	Temporary - Part-Time
Reports to:	Senior Finance Coordinator	Start & End Date:	August 2021-April 30 2022
Number of Vacancies:	1 position available	Posting Expires:	May 31, 2021 11:59pm

How to Apply:

Submit cover letter résumé to: humanresources@sagbc.ca

Subject Line: <your name>: Finance Assistant Application

Job Overview:

The Student Association supports students through shared struggles. As a student union, the SA focuses on representation, advocacy, events, cost-saving services and more - all toward championing accessible quality education. And it's the finance department that spans across all these areas, playing a crucial role in the financial functioning of all the Student Association achieves.

This role provides daily administrative support to the finance department. Working closely with, and reporting to the Sr. Finance Coordinators, you will learn about, and support, the SA's accounting and internal controls, bookkeeping practices, accounts payable, accounts receivable, invoicing, payroll journal entries, preparation of bank reconciliations, intercompany accounts, petty cash and other tracking systems, gift card distribution and reconciliations, relief fund distribution (e.g. Equity Fund), and various projects as required.

GENERAL RESPONSIBILITIES:

- Process accounts payable and receivable, invoices, and track EFT/cheques and wire payments
- Assist in preparing monthly financial statements, reconciling general ledger, AP/AR, intercompany accounts
- Assist in monthly payroll reconciliation and other reconciliations (e.g. bank, gift cards, equity fund, petty cash)
- Handle inquiries from internal and external clients regarding invoices and payments
- Conduct and complete accounting software data-entry, and ensure accuracy
- Assist in year-end audit process, including preparation of all audit materials (e.g. reconciliations, accounting schedules, working papers) and data analysis
- Responsible for office supplies reconciliation and journal entries
- Provide financial assistance supports to SA programs across campuses (e.g. program sales reconciliation, Health Benefits program, front office services, events, and client Services)
- Liaise with Coordinators to assist with finance strategy and initiatives as directed
- Actively participate in trainings and off-campus learning opportunities as provided
- Positively support other Student Association programs, campaigns, and staff as needed
- Assist and support meetings through information gathering, correspondence, and note taking

GENERAL RESPONSIBILITIES (continued):

- Submit weekly progress reports, and ensure accuracy
- Assist development and/or design of tools that support bookkeeping/administrative functions
- Conduct research on finance related information and provide detailed report on findings as directed
- Other duties as assigned

YOU HAVE:

- Knowledge of generally accepted accounting principles and practices (GAAP)
- High proficiency computer skills
- Demonstrated experience with Microsoft Office (Excel & Access), CSV file, QuickBooks, SAP Concur
- Attention to detail and deadlines
- Ability to follow instruction and protocols, attention to detail and accuracy of work
- Demonstrated prioritization skills; able to handle multiple tasks, stress, and problem-solving
- Effective written and verbal communication skills
- Ability to work with others and independently
- Demonstrated professionalism; able to work with integrity and safeguard information against risk
- Value equity, diversity, and inclusion
- An understanding of the Student Association and the importance of the student movement

YOU MIGHT ALSO HAVE:

- Work/volunteer experience in non-profit finance, fundraising, accounting, bookkeeping, administration
- Work/volunteer/education experience serving marginalized or underserved communities

REQUIRED:

- Full-time GBC students enrolled 2021-2022 prioritized, or part-time student and/or recent GBC grads/alumni
- Availability - Work hours based on availability and availability of work; average 15 hours per week
Typical shifts occur Monday-Friday 9am-5pm
- HOW TO APPLY: Must submit cover letter and résumé

Student Association Vision:

Students are empowered to influence a just world.

Mission Statement:

We are the students of George Brown College committed to supporting each other in the struggle for student rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.

Commitment to Equity:

The SA is committed to employment equity and encourages applications from historically underrepresented groups to apply.