



Student Association of George Brown College

Job Title:	Finance Assistant	Job Category:	Support Staff
Department/Group:	Finance	Job Code/ Req#:	
Location:	Casa Loma Campus	Travel Required:	Yes
Level/Salary Range:	\$15.00/hr. (20 hours per week)	Position Type:	Part-Time
HR Contact:	hr@sagbc.ca	Start Date:	Aug. 2022 – Apr. 2023
Will Train Applicant(s):	Yes	Posting Expires:	May 29, 2022 11:59pm

E-mail: hr@sagbc.ca
 Attention: HR Department
 Subject Line: <your name>: Finance Assistant Application

Job Description:

The successful candidate in this position will provide 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 control practices and policies, book-keeping practices, accounts payable, invoicing and receivable, payroll journal entries and petty cash and other tracking systems, preparation of bank reconciliations, intercompany accounts, gift card distribution and reconciliations, Equity Fund distribution, various projects and reconciliations as required.

General Responsibilities:

- Processing accounts payable, receivable, invoices and track EFT/cheques and Wire payments.
- Assist in preparing monthly financial statements, reconciling general ledger, AP/AR, intercompany accounts.
- Handle inquiries from internal and external clients regarding invoices and payments.
- Conduct and complete accounting software data-entry and ensure accurate information is entered.
- Provide ongoing financial assistance to SA programs/services on three campuses, including: Program sales reconciliation, Health Benefits Program, Front Office Services, Events and Client Services.
- Assist in monthly payroll reconciliation and reconciliations (bank, gift cards, equity fund, petty cash).
- Assist in the year-end audit process including preparation of all audit materials (reconciliations, accounting schedules, working papers) and data analysis.
- Responsible for office supplies reconciliation and journal entries.
- Liaise with Coordinators to assist with finance strategy and initiatives as directed.
- Assist and support meetings through information gathering, correspondence distribution and note taking.
- Submit weekly progress reports, ensuring accuracy of data.
- Conduct research as directed of finance related information and provide detailed report on findings.
- Assist with the development and or design of tools that support bookkeeping/administrative functions.
- Other duties as assigned.

Requirements:

- Knowledge of generally accepted accounting principles and practices (GAAP)
- Excellent computer skills (tech-savvy) and experience with software such as Microsoft Office's Excel & Access, CSV file, QuickBooks, SAP Concur
- Attention to detail and deadlines
- Excellent communication skills, both written & verbal
- Problem-solving skills and the ability to multi-task



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- Ability to work in a team or independently
- A high degree of discretion, professionalism and integrity

Student Association Vision:

Students are empowered to influence a just world.

Mission Statement:

We are committed to supporting each other and the students of George Brown College in the struggle for students' 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.