



Student Association of George Brown College

Job Title:	Finance Support Staff	Job Category:	Part-time, Support Staff
Department/ Program:	General, Finance	Reports to	Sr. Finance Coordinator
Location:	GBC Campuses: Casa Loma & remote work where applicable	Will Train Applicant(s):	Yes
Rate of Pay:	\$15.50/hr. (up to 20 hours per week)*	Position Type:	Part-Time Temporary Contract
Travel Required:	Yes	Start & End Date:	August 2023 - April 30, 2024
Number of Vacancies:	1	Posting Expires:	June 4, 2023 11:59PM *or until position is filled

How to Apply:

Submit **cover letter AND résumé** to: hr@sagbc.ca

Subject Line: <your name>: Finance Support Staff Application

** Please attach your Cover Letter and Resume in a PDF version

About the Student Association & Its Program offerings

The Student Association is your student union representing the interests of all George Brown College students. The Student Association focuses on representation, advocacy, delivery of services and the operation of businesses to support its overall mandate.

We're here to be the bridge between the students at GBC and the college itself by listening to your concerns, advocating for students, and providing access to necessary services like Health Benefits, the Community Care Centre, and the Student Nutrition Access Program, events and recreation, clubs, academic support and legal services

Job Overview:

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.



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- 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.

MUST HAVE:

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

REQUIRED:

- Full-time GBC students enrolled 2023-2024 prioritized, or GBC part-time and/or recent grads/alums.
- Availability
- Job offer/continued employment contingent on availability; Must be available to work minimum 3 hour shifts 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 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.