



Student Association of George Brown Part Time On-Campus Opportunities

Job Title: Finance Support Staff

Reports to: Senior Coordinator, Finance

Department/ Program: General Administration, Finance

Job Type: Part-time, Temporary Support Staff

Location of Work: GBP Campuses - Casa Loma (Main), St. James, Toronto Metropolitan University, Waterfront Campus and all affiliated to GBP and Student Association; Remote work where applicable

Will Train Applicant(s): Yes

Travel Required: Yes

Hours: up to 15 hours per week

Rate of Pay: \$17.60 per hour (\$17.95 effective October 1, 2026)

Position Type: Part-Time Temporary Contract

Start & End Date: August 18, 2026 - April 28, 2027

Number of Vacancies: 1

Posting Expires: June 21, 2026 11:59PM *or until position is filled

How to Apply

1. Applicant must submit a PDF version of their cover letter **AND** résumé to hr@sagbc.ca Subject Line: <your name>: Finance Support Staff Application
2. Complete the following SparkMeet video interview:
https://hire.li/Wdop2Ktbt1_SnWyzq3HUB

About the Student Association & Its Program offerings

The Student Association is your student union representing the interests of all George Brown Polytechnic 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 GBP and the institution itself by listening to your concerns, advocating for students, and providing access to necessary services like Health Benefits, the Community Care Hub, 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.



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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 journal entries and reconciliations of 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.
- Assist with monthly credit card report reconciliation and submission on SAP Concur.
- Assist with in person bookkeeping support.
- Assist with inventory control management and reports.
- Other duties as assigned as required.

You 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 GBP students enrolled in 2026-2027 prioritized, or GBP part-time students and/or recent grads/alumni.
- Availability - You must be available for an organization wide full-day training on August 18th and 19th. Job offer/continued employment is contingent on availability. You must be available to work a minimum of 3-hour shifts. Typical shifts occur Monday through Friday, 9 am-5 pm.



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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 Polytechnic 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.