



# Student Association of George Brown College

<b>Job Title:</b>	Finance Assistant	<b>Job Category:</b>	Support Staff
<b>Department/Group:</b>	Finance	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Casa Loma Campus	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	\$15.00/hr (20 hours per week)	<b>Position Type:</b>	Temporary-Part-Time
<b>HR Contact:</b>	<a href="mailto:humanresources@sagbc.ca">humanresources@sagbc.ca</a>	<b>Start Date:</b>	May/June '18 – August 31 <sup>st</sup> , '18
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	May 15, 2018 – 12pm noon

**E-mail:** [humanresources@sagbc.ca](mailto:humanresources@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 Finance Coordinator, you will learn about and support the SA's accounting practices and policies, book-keeping practices, budget planning and tracking, long-term financial planning strategies, accounts payable and receivable, payroll systems, banking and petty cash systems, preparation of bank reconciliations as well as month- and year-end reports, governments remittances and benefits administration

### General Responsibilities:

- Assist in the review of monthly departmental budget reports
- Facilitate in preparing month-end financial statements using fund-accounting models, including presentation of balance sheet, income statement, summary statement of Operations, etc.
- Assist in the year-end audit process including preparation of all audit materials (reconciliations, accounting schedules, working papers) and data analysis
- Assist with processing all accounts receivable / payable, issue cheques and keep track of the cheques mailed out to vendors.
- Conduct and complete accounting software data-entry to ensure adequate book-keeping
- Provide ongoing financial assistance to SA programs/services on three campuses, including: TTC Metropass Program sales reconciliation, Health Benefits Program, Front Office Services, Events and Client Services
- Assist in training and development, recruitment and selection
- Assist in monthly payroll reconciliation and bank reconciliations (credit card statement, bank statement).

### Requirements:

- Knowledge of generally accepted accounting principles and practices (GAAP)
- Knowledge of computerized software (Simply Accounting, QuickBooks, Excel, etc.)
- Attention to detail
- 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

#### *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 Student Association is an equal opportunity employer and welcomes candidates from among those groups of individuals that are traditionally underrepresented to apply.*