



JOB TITLE: Accounting Intern (NOHFC)
DEPARTMENT: Finance
EMPLOYMENT DEFINITION: Full-Time Contract (One Year)
SUPERVISOR: Manager, Budgeting & Accounting

SUMMARY OF FUNCTIONS:

Reporting to Manager, Budgeting & Accounting, the Accounting intern is responsible for providing financial and administrative support in an effective and efficient manner will ensure that the University finances are accurate and up to date. This includes reconciliation of various general ledger accounts, processing journal entries, and assisting the Research Accountant, Manager, Budgeting and Accounting and Manager, Student Financial Services & Financial Aid with internal and external reporting requirements.

DUTIES & RESPONSIBILITIES:

ACCOUNTING (40%)

- Analyze general ledger accounts and prepare necessary journal entries
- Prepare monthly general ledger account reconciliations for review and approval
- Assist with the preparation of month-end adjusting entries and accruals
- Assist faculty/staff with accounting enquiries
- Provide assistance in monitoring and investigating budget to actual variances

FINANCIAL REPORTING (30%)

- Evaluate expenditures and determine the most appropriate method of recording and reporting
- Verify information for efficient and accurate recording of financial information in order to provide the relevant financial position to the researcher to ensure timely recording of adjustments and transfers
- Monitor and process global and individual payments to ensure effective cash and receivable management
- Review and certify that purchases made with research grant funds are within the research award guidelines
- Respond to questions from researchers regarding the status of their research accounts and assist the researchers in understanding their research budgets based on the research agreements in effect
- Assist in preparation of Statements of Funding and Expenditure in accordance with the terms and conditions of the grants and contracts

OTHER DUTIES (30%)

- Maintain and update ROMEO software to allow more efficient use from the Research and Finance offices (ex: create files for historical grants so all information is housed efficiently)
- Work on standardizing research overhead processes
- Assist with collection efforts on student receivable accounts

Any other duties as assigned

QUALIFICATIONS:

EDUCATION: A four-year Bachelor of Business Degree in an Accounting Stream from a recognized university

Training, Experience, Knowledge & Skills Required:

- Experience with bookkeeping
- Extensive use of MS Office Suite (Excel, Word, etc.)
- Strong knowledge of Generally Accepted Accounting Principles (GAAP) and fund accounting
- Excellent attention to detail and accuracy
- Demonstrated ability to take initiative and achieve results
- Understanding of internal controls
- Ability to work with minimal supervision
- Ability to work with tight and concrete deadlines
- Ability to input data accurately and quickly
- Excellent organizational, interpersonal and time management skills
- Ability to handle multiple tasks and requests concurrently
- Effective written and oral communication skills
- Ability to maintain confidentiality
- Excellent mathematical skills
- To be eligible for the NOHFC Internship, candidates must not have worked in the field of study before
- Candidates are only eligible to participate in a NOHFC internship program one time
- Candidates must be legally entitled to work in Canada

RELATIONSHIPS/CONTACTS:

Supervised by: Manager, Budgeting & Accounting

Internal Contacts: Staff, faculty, students

External Contacts:

- Auditors
- Government Agencies
- Banks and Lending Institutions
- Canadore College
- Partnership Institutions
- Student Union

MATERIALS UTILIZED:

- Ellucian
- General office equipment
- Microsoft Office software

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS

- Some intense mental and visual concentration
- Light to moderate physical demands
- May be required to lift up to 35 pounds occasionally (file boxes, bank deposit bags, etc.)

- Frequent interruptions which require constant evaluation of work priorities
- Continuous learning
- Some pressure when meeting deadlines

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (Please Print)

Date

Employee Signature

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Approvals

Supervisor

Date

Human Resources

Date