

JOB TITLE:	NOHFC - Accounting Intern
DEPARTMENT:	Finance
EMPLOYMENT DEFINITION:	Full-Time Contract (One Year)
SUPERVISOR:	Manager, Student Financial Services and Financial Aid



SUMMARY OF FUNCTIONS:

Reporting to Manager, Student Financial Services and Financial Aid, 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 Manager, Budgeting and Accounting and Manager and Student Financial Services & Financial Aid with internal and external reporting requirements.

DUTIES & RESPONSIBILITIES:

ACCOUNTING (40%)

- Analyze general ledger accounts and prepare necessary journal entries
- 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
- Assist with ancillary fee reconciliation

FINANCIAL REPORTING (30%)

- Evaluate expenditures and determine the most appropriate method of recording and reporting
- Monitor and process global and individual payments to ensure effective cash and receivable management
- Prepare monthly aged balance reports; refer uncollected accounts to collections; monitor the collections exceptions list and assign late fees in accordance with NU Finance policy
- Preparation and review of T2202's

STUDENT SERVICES (15%)

- Assist with general student inquiries
- Reconcile student accounts
- Assist with credit refunds

OTHER DUTIES (15%)

- Assist with collection efforts on sponsor, miscellaneous, and student receivables
- Assist with the administration of the internal student fees payment plan
- Assist with P-Card reconciliation, honorariums, and cheque processing

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, Student Financial Services and Financial Aid

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

Approvals

Supervisor

Date

Human Resources

Date