



JOB DESCRIPTION

JOB TITLE:	Financial Assistant– Canada Summer Jobs
DEPARTMENT:	Finance Department
CLASSIFICATION:	Student
REPORTS TO:	Finance Controller
HOURLY RATE:	\$23.00

JOB SUMMARY:

The Financial Assistant supports the finance department by performing a variety of administrative and accounting tasks. This role ensures accurate financial record-keeping, assists with reporting, and provides support for day-to-day financial operations. The position requires strong attention to detail, organizational skills, and the ability to work collaboratively within a team.

This is a temporary, full-time position funded through the Canada Summer Jobs Grant and aligned with Federal and Member of Parliament priorities. The student must demonstrate commitment to the vision, mission, and values of Menno Place and perform all duties in accordance with facility policies and procedures.

The role requires teamwork, communication, and cooperation. The successful candidate contributes to a positive and safe working environment, accepts instruction well, manages time effectively, and participates in continuous quality improvement of services provided.

KEY RESPONSIBILITIES:

- Financial Record Management
 - Maintain accurate and up-to-date financial records, including invoices, receipts, and expense reports.
 - Assist in reconciling bank statements and general ledger accounts.
- Accounts Payable & Receivable
 - Process vendor invoices and employee reimbursements.
 - Monitor outstanding payments and follow up on overdue accounts.
- Budgeting & Reporting Support
 - Assist in preparing monthly, quarterly, and annual financial reports.
 - Support the budgeting process by gathering and organizing data.
- Compliance & Documentation
 - Ensure compliance with company policies and relevant financial regulations.
 - Maintain organized filing systems for financial documents.
- Administrative Support

- Coordinate with internal departments for financial data collection.
- Provide support during audits and financial reviews.

QUALIFICATIONS

Education, Training and Experience

- Currently pursuing a bachelor's degree in finance or accounting.
- 1–2 years of experience in an accounting support role preferred.

As per the Canada Summer Jobs program, eligibility requirements are:

To be eligible, youth must:

- be between 15 and 30 years of age at the beginning of the employment period
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment** and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Skills and Abilities

- Strong knowledge of basic accounting principles.
- Proficiency in MS Excel and financial software (e.g., QuickBooks, SAP).
- Excellent organizational and time-management skills.
- Strong attention to detail and accuracy.
- Good communication and interpersonal skills.

In the online application, you will be required to:

- Upload a Resume (PDF, Word doc)
- Supply two Employment History references including Contact Information of Company and Immediate Supervisor
- Supply three references with contact information (2 work-related references, 1 character reference)
- Upload Record of Immunization (digital file upload – JPG or PDF)
- Upload Criminal Record Check done in past 12 months (digital file upload – JPG or PDF)

We thank all applicants however only those short-listed candidates will be contacted.

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