



HOCKEY CANADA



JOB POSTING

POSITION: SUMMER STUDENT – FINANCE
LOCATION: CALGARY
STATUS: FULL TIME – MAY THROUGH AUGUST
APPLY BY: MARCH 18, 2016

THE ORGANIZATION:

Hockey Canada is the national governing body for grassroots hockey in the country. The organization works in conjunction with the 13 provincial members, the Canadian Hockey League and Canadian Interuniversity Sport in growing the game at all levels. Hockey Canada oversees the management of programs in Canada from entry-level to high performance teams and competitions, including world championships and the Olympic Winter Games. Hockey Canada is also Canada's voice within the International Ice Hockey Federation. Hockey Canada has offices in Calgary and Ottawa and operates regional centres in Ontario and Quebec.

The Student, Finance will be responsible for daily and weekly financial support and assist with special projects within the Finance office. General responsibilities include:

- Assist with general filing
- Perform Bank Reconciliations
- Balance sheet account reconciliations
- Review miscodes
- Provide vacation relief on AP and AR desks

In addition to the above, the student will assist with special projects including:

- quarterly forecasts
- donation requests
- uploading annual plan into the general ledger
- inventory counts
- preparation and delivery of the annual Summer Sale
- Audit confirmation letters

ESSENTIAL ATTRIBUTES:

- Enrolled in a related post-secondary program such as Finance or Accounting
- Basic understanding of accounting processes and programs
- Strong time management and organizational skills with proven attention to detail
- Intermediate/Advanced computer proficiency with MS Office Suite
- High Energy, enthusiasm and initiative
- Customer Service experience
- Bilingualism in French and English is an asset
- Satisfactory Criminal Record Check including Vulnerable Person's Check

Qualified applicants are invited to submit their resume by emailing: jobs@hockeycanada.ca