

Accounting Student

Location:	Remote work from anywhere in Canada (with reliable internet)
Term:	May-August 2022 at full-time hours, plus September 2022-February 2023 at 10 hours/week, if desired
Language Requirement:	English
Who can apply:	Post-secondary level students in an accounting focused program or finance program with accounting experience. <u>First Nations and Inuit students (aged 15 to 30 inclusive) returning to post-secondary education only.</u>

About FNIGC

The First Nations Information Governance Centre (FNIGC) is a non-profit organization whose Vision is that every First Nation will achieve data sovereignty in alignment with its distinct world view.

FNIGC supports the development of information governance and management at the community level through regional and national partnerships. In addition to serving the information, research, training, and capacity development needs of First Nations people and communities, FNIGC is home to several national surveys.

About the job:

- Assist with Accounts Receivables and Accounts Payables.
- Coordinate and liaise with FNIGC staff as required to ensure timely and accurate financial records, receipts, invoices, contracts are received and maintained in finance files.
- Assist with reconciliations (e.g. monthly visa statements).
- Assist in annual pre-audit and audit preparations, as directed.
- Provide support to the Finance team as required.

The ideal candidate will bring the following:

- Strong written and verbal communication skills.
- Good knowledge of accounting.
- High degree of accuracy and attention to detail.
- Ability to use Microsoft Office (Word, Excel and Outlook). Though not mandatory, previous experience and knowledge of Microsoft products such SharePoint and OneDrive would be ideal.
- Ability to use an Accounting Software. Experience using Sage 300 (formally ACCPAC) accounting software would be considered an asset.
- Ability to work independently and in a team environment.
- An understanding of First Nations paths to self-determination as well as an understanding of First Nations health, social and information management issues will be considered an asset.

How to apply:

Please send your résumé and cover letter telling us why you think you'd be a great addition to the FNIGC team to recruitment@fnigc.ca by May 23, 2022 (or until position is filled). Please use "Accounting Student opportunity" in the subject line of your e-mail.

FNIGC is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest; however, only those selected for an interview will be contacted.