

FINANCE ASSISTANT (CO-OP POSITION)

POSITION DESCRIPTION

About Student Energy

Student Energy is a global charity building the next generation of energy leaders. We are a hard-working, fast-paced team devoted to youth empowerment in the world of energy. We develop innovative programs, meaningful international partnerships, and serve our community of young energy changemakers. [Check out our theory of change to see what we do and why.](#)

Position Description

Student Energy is looking to hire a full-time, fixed-term (35-40 hours per week) **Finance Assistant** to support Student Energy's growing team and operations.

As a rapidly growing organization, we need internal systems that will keep up. This role will support the organization's finance team by preparing regular reports, coordinating payments and receipts, and supporting general administration. This is an ideal role for anyone looking to develop their accounting skills and curious about how non-profit organizations and charities operate.

Reporting to the **Director of Finance**, the **Finance Assistant** will work with Student Energy in the following ways:

Bookkeeping and Reporting:

- Data preparation and entry into QuickBooks, including changes and adjusting journal entries
- Assisting with monthly bank reconciliations
- Create monthly time tracking reports
- Collecting programmatic data as needed to support funder reporting
- Assist with the preparations for our annual voluntary audit and tax return, as needed

Accounts payable:

- Coordinate and prepare monthly invoices and expense reports and the approval process
- Coordinate the employee expense report process, including the review of submitted claims for completed back-up and follow-up as needed
- Process payments for approved expense requisitions
- Help coordinate and improve internal processes for accounts payable
- Assist with payroll working papers

Other tasks:

- Updating relevant work projects in Asana, as needed
- Assist with generating financial reports, analysis, or research, as needed
- Assist with the maintenance of internal financial manuals and policy documents

- Complete research into finance tools, as needed
- Assist with other tasks, as needed

Requirements

The ideal candidate will possess the following qualities:

- Demonstration of relevant knowledge, experience, and commitment or related university or college studies
- Familiarity with bookkeeping processes
- Knowledge of accounting standards
- Experience with QuickBooks and Excel
- Experience working with finances, budgets, or cash flows
- Detail-oriented and highly organized
- Must be eager to learn new skills, help out, and ready to take on whatever comes next;
- Excellent writing/editing and verbal communication skills
- Self-motivated and driven to produce quality results
- Able to take direction and incorporate feedback quickly
- Must be eager to learn new skills, and ready to take on whatever comes next

Assets

- Knowledge of or interest in the energy landscape

**Note: If you do not feel like you qualify, but you are interested in the position and are willing to learn please apply. We are interested in a diverse team and willing to train the right person. Explain why you want the position and why you think you should be considered in your cover letter.*

This position is contingent on wage funding for the role. Applicants must meet the following funding eligibility:

- Be between 15 and 30 years of age at the start of the employment;
- 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;
- Be legally able to work in Canada according to relevant laws and regulations of the province of territory of residence; and,
- Registered as a full-time or part-time student in a post secondary institution or are a first-year apprentice in one of the construction or manufacturing Red Seal trades.

Compensation and Term

The **Assistant** will receive \$18-20/hour, and work full-time at 35-40 hours per week. The contract term is between May 1, 2023 - September 1, 2023, with the possibility of extension for the right candidate. Student Energy offers the opportunity for a flexible work schedule.

This role will be remote and open to all candidates based in Canada.