

SUMMER STUDENT, ACCOUNTING ASSISTANT

SUMMARY

The Accounting Assistant provides support to the Finance Department, including processing accounts payables and receivables and participating on the Great Plains software upgrade project. This position is based in our Castlegar office.

KEY ACCOUNTABILITIES

1. Provides assistance to the Finance department

- Assists in processing invoices including reviewing invoices and contracts for accuracy, authority approvals, and compliance with the Trust's Financial Management Policies.
- Assists in processing, reviewing and distributing cheques.
- Reconciles accounts payable reports to general ledger schedules.
- Assists in preparing bank reconciliations.
- Assists with month end tasks.
- Assists staff within the Finance department as required.

2. Provides support for projects

- Supports Great Plains software upgrade project.
- Assists in other projects:
 - annual financial statement notes review.
 - automation of templates (procurement requisition, budget forms, etc.).
 - automation of reports.
 - Great Plains job cost and account review.
 - other projects as required.

QUALIFICATIONS

Training and Experience

- University or college student with a minimum of one-year education in business administration, accounting or a similar field.
- Previous related work experience is an asset.

Knowledge, Skills and Abilities

- Knowledge of the Columbia Basin region is an asset.
- Strong verbal, written and interpersonal communication skills.
- Strong computer skills, including skills in MS Office software (particularly Excel, Outlook, and Word).
- Experience with ERP software is an asset.
- Ability to apply a high level of attention to detail in all tasks.
- Ability to prioritize and manage multiple projects while ensuring accuracy and meeting deadlines.
- Ability to problem solve and team-build to create and maintain a positive working environment.
- Ability to maintain a high degree of confidentiality.