

Gradworks Internship Number: 477

Company Name: SGI
Position: System Administrator
Location: Regina
Number of openings: 1
Wage: \$3,224 (Monthly)
Resume Deadline: October 13, 2009 by 4:00 PM
Start Date: November 2, 2009
End Date: November 1, 2010

Gradworks Intern Development Program

The Gradworks Intern Development Program is designed to provide recent post-secondary graduates with challenging and career-focused positions within our network of Saskatchewan employers. These full-time internship positions of 12 months in length are intended to allow recent post-secondary graduates the opportunity to gain experience and to develop specific career-related skills. To be eligible for a Gradworks internship you must be a recent college, technical institute or university graduate, have little or no relevant work experience in your field of study and be eligible to work in Canada.

Responsibilities:

- Administrative support for the systems areas.
- Coordinates purchasing and payment activities including preparing requisitions for the Corporation's EDP Capital acquisitions and liaising with Corporate Purchasing to ensure accurate order processing and receipt of goods.
- Processing System's Decision Requests for capital items and DTC starting from tracking the signing of the D.R. to completing the process by ordering, receiving, inspecting and ensuring inventory tagging.
- Tracking, balancing and reporting on account purchase activity for the department based on decision requests processed and Responsibility accounting.
- Checks invoices for accuracy of information and coding.
- Reviews, verifies, and processes vendor invoices and employee expense statements.
- Communicates and resolves issues with vendors and systems staff regarding the accounts.
- Responsible for department payroll and pay adjustments and balancing it with RUMRS for the department.
- Performs and controls the execution and printing of all computer jobs to completion in accordance with operating instructions and documentation.
- Monitors all corporate computer hardware & software during operation and detects irregularities in its operation and takes appropriate corrective action(s).
- Documents all processing problems and resolves or refers the problem to the appropriate area.
- Generates backup files for the various processing platforms for use in the event of a disaster or for file recovery.
- Receives and isolates technical problems and determines possible solutions.
- Coordinates training schedules for the systems staff in position's where required.

Qualifications:

- One year certificate or diploma in Administration or Accounting from a recognized post-secondary or technical institute.
- Working knowledge of accounting theory and principles and their application to varied departmental requirements.
- Working level skill to prepare routine statistical and accounting summaries, reconciliation's, reports and statements in position's where required.
- Working level skill to calculate, check, record, and reconcile financial, statistical, and inventory transactions.
- Working knowledge of a personal computer and corporate software for business requirements addressing but not limited to procurement, file management, electronic mail, meeting scheduling, etc in position's where required.

Additional Information:

The Gradworks Program supports the values of workplace diversity and employment equity. Applications are encouraged from people of Aboriginal ancestry, persons with disabilities, members of a visible minority and women.

How To Apply:

Please apply through the Gradworks website at www.gradworks.ca using your online cover letter and resume, including references. **Your application will not be considered unless you have submitted both a cover letter and resume. The completion date of your post secondary education must be stated in your resume in order to be considered for the position. Please include the month of completion if your education was completed in the current year.**

Contact Information:

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Website: www.gradworks.ca