

Gradworks Internship Number: 502

Company Name: ISC
Location: Regina
Number of openings: 1
Wage: \$3,224 (Monthly)
Resume Deadline: March 11, 2010 by 4:00 PM
Start Date: April 16, 2010
End Date: April 15, 2011

Gradworks Intern Development Program

The Gradworks Intern Development Program is designed to provide recent post-secondary graduates with challenging & 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 & 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 & be eligible to work in Canada.

Internship Information – ISC Financial Assistant

The project is set up to offer an intern the opportunity to experience the tasks that must be accomplished within a Finance area to produce accurate and timely information that is meaningful to senior management and other areas of the organization. This position will give the individual the opportunity to experience the operational side of the Finance area. If this individual would like to pursue the accounting and finance area, this position gives exposure to the foundation for which their career can be developed.

Responsibilities:

- Assist Financial Analyst with month-end and quarter-end reporting
- Update monthly working papers
- Create monthly accrual list
- Assist Accounts Payable and Accounts Receivable Clerk with invoicing in ACCPAC
- Investigate and review aged receivables and follow up with Business Units on delinquent receivables
- Back up to Accounts Payable and Accounts Receivable Clerk
- Mail out weekly cheques, invoices and filing as required

Qualifications:

A degree in Business Administration/Commerce with a focus in Accounting. *Exposure to accounting processes & ACCPAC would be an asset*

- **Communication** — Communicate clearly both written and orally and ask questions to clarify what is expressed;
- **Customer Service** — Take personal responsibility by sharing relevant information to support customers and maintain clear communication with customers;
- **Flexibility** — Model flexibility by managing multiple activities, aspects or work and priorities to ensure efficiency and effectiveness;
- **Results Driven** — Take action to meet standards by following up on assignments to ensure successful completion and accept responsibility for meeting targets; and,
- **Teamwork and Relationships** — Initiate team efforts by keeping people informed & up-to-date and sharing relevant information.

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 visible minority and women. Preference will be given to people of Aboriginal ancestry and visible minority persons **who self declare in their application** and qualify for the position

How To Apply:

Please apply through the Gradworks website at www.gradworks.ca using your online cover letter & resume, including references. **Your application will not be considered unless you have submitted both a cover letter & 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:

Toll free (877) 789-4723
Phone (306) 787-3639
Email: gradworks@cicorp.sk.ca
Website: www.gradworks.ca