

Finance Summer Student Position Temporary Position – Up to 16 Weeks

WIN House provides individuals and their children fleeing violence crisis response and intervention, safe temporary accommodation, and support for basic needs.

Are you a Finance Student seeking an opportunity to gain some hands-on experience in a fun, fast-paced, not-for-profit environment? We have an opportunity for a paid practicum for a period of up to sixteen weeks, with an immediate start date.

Here's an idea of what you'll do:

- Process accounts payable invoices
- Enter and reconcile credit card transactions and, if necessary, follow up with staff
- Reconcile bank transactions
- Assist in the preparation of the monthly financial package
- Check spreadsheets for accuracy
- Maintain digital and physical financial records, including the archive of prior year files and set-up and maintenance of current year records
- Assist in digitization of historical financial records
- Assist in finance related projects, including implementation of new accounting software

Requirements include a minimum of two years of related post-secondary education, expertise in MS Office, and a high degree of professionalism, initiative, and willingness to take on new challenges.

Standard hours of work are 8:30 to 4:30 from Monday to Thursday and from 8:30 to 2:30 on Fridays. Win House offers a pet-friendly, team-oriented working environment. The rate of pay for this term position is \$18/hour.

Please submit your application, citing the position you are applying for, to HR@winhouse.org.

The successful candidate will be required to submit a Criminal Record Check including a vulnerable sector check, a current Child Welfare check, provide evidence of being fully immunized against COVID-19, and must be willing to sign an Oath of Confidentiality.

WIN House is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage First Nations, Métis, and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the organization to apply.

Suitable applicants will be contacted directly.