

**Mount Allison University**  
Financial Services Department  
Student Intern and Assistant



Financial Services is currently seeking a student to work full-time in the Financial Services (FS) department beginning May 4th for a period of sixteen weeks. This position will be of particular interest to those students considering a career in accounting or finance. The Student Intern and Assistant will support the FS department and will be responsible for assisting with the following:

- Preparing year end audit working papers and assisting others with preparation of audit working papers
- Preparing special reports. This includes researching and analyzing materials involving treasury and endowment activities, procurement, environmental reporting, utility management and other areas
- Analyzing various information system processes and making recommendations
- Preparing various spreadsheets and annual reports
- Gathering data from various sources and preparing the University's carbon footprint report
- Completing general office tasks, including filing cheques and other documents, receptionist duties, and sending materials to vendors
- Assisting with the internal audit functions
- Other tasks as required.

**Qualifications:**

- Accounting or finance student preferred
- Currently third year student preferred
- Detail oriented
- Ability to learn quickly and to work independently
- Strong spreadsheet and analytical skills
- Demonstrated excellent communication skills
- Web skills and knowledge of Microsoft Office and Adobe applications considered an asset

**Remuneration:** \$14 per hour (35 hrs/week to May 15; 32.5 hrs/week thereafter)

**To Apply:** Email [careers@mta.ca](mailto:careers@mta.ca) by January 31, 2020 with your cover letter and resume attached as a single pdf document