



**INTERN – FINANCE
(Finance Department)**

Positions Available: One (1) position– September 3rd to December 20th, 2013

Compensation: Performance based honorarium awarded at end of internship term

Location: Richmond Hill, ON

Reports to: Chief Financial Officer

The Finance Intern will provide daily financial and administrative support services to the Finance team, including various reconciliations, QuickBooks entries, and other administrative functions that are required.

This role would be quite interesting and educational for any level of student. The student would have a good mix of individual project work combined with routine accounting responsibilities.

The successful candidate will be exposed to some higher-level areas of responsibility than they would in larger organizations based on the size of Rugby Canada's current staff and its administrative functions. It will be a tremendous opportunity to learn and develop the skills that will contribute to your future success.

Key Responsibilities:

Finance Support:

- Manage the Charitable Donation process: issue tax receipts & reconciliations
- Event and Tour reconciliations
- Credit card and Expense reconciliations
- Enter AP, AR, Journal entries
- Bank reconciliations
- Report standardization

Administration:

- Filing of company documentation
- Mail management - incoming & outgoing
- All other duties as required

To Apply

Please send your resume and cover letter not later than **August 2nd, 2013** to:

Human Resources

Email: humanresources@rugbycanada.ca

Fax: 905 707 9707

SUBJECT: Finance Intern Application