



**INTERN – FINANCE  
(Finance Department)**

---

- Positions Available:** Two (2) position – May 4<sup>th</sup> to August 28<sup>th</sup>, 2015
- Compensation:** Performance based honorarium awarded at end of internship term
- Location:** Richmond Hill, ON
- Reports to:** Chief Financial Officer (CFO)

The Finance Interns (*two*) will be provided with an opportunity to be mentored by and learn from the Chief Financial Officer in the daily financial and administrative management of the Finance Department. This will include particular focus on developing accounting skills and training in the areas of accounts payable / receivable reconciliations, Microsoft Dynamics GP entries, and other administrative functions that are required.

This role will be quite interesting and educational for any level of student. The appointed individuals will have a good mix of individual project experience combined with utilizing routine accounting skills. It will be a tremendous opportunity to learn and develop the skills that will contribute to your future success.

Please note that this position may require flexible availability to meet the needs of activities taking place during some evenings and weekends throughout the term of the internship. Some of the tasks will be focused on providing a professional learning experience in finance and accounting, while other tasks will be operational and require you to accompany staff and travel off site.

**Learning outcomes may include, but are not limited to:**

***Finance Support***

- Assist in managing the Charitable Donation process: issue tax receipts & reconciliations
- Help perform the frequent process of Event and Tour reconciliations
- Assist in performing credit card and expense reconciliations
- Assist with entering AP, AR, Journal entries on an as needed basis, supporting the efforts of the finance staff
- Assist in conducting bank reconciliations

***Administration***

- Learn the principles of accounting record keeping and filing of company documentation
- Assist in the preparation of audit files, in advance of Rugby Canada's annual audit process
- Assist in the preparation of reports for quarterly and annual reporting requirements

All other duties as required

## **GUIDELINES FOR APPLICANTS**

### ***Position Details***

- The position will offer professional development for an individual seeking a career in the finance and accounting domain.
- There will be times when the role may include opportunities to travel for additional learning experiences.
- This is definitely not a “nine to five” role. As noted above, evening and weekend expectations will arise but there is an opportunity for flexibility in the time demands of the position to coincide with academic requirements and / or other regular commitments.
- There will be times when additional experience in other departments may be earned as some other staff may call all upon the appointed person to support other duties as required.

### ***Selection Criteria***

- Due to the nature of the position dealing specifically with the demands of finance and accounting, knowledge of the accounting best practices is a requirement.
- Demonstrated evidence of an ability to work independently without supervision but in accordance with documented policy and procedure guidelines.
- A record of working as a team member, as well as a history of performing in situations that require self-leadership and initiative.
- Computer literacy especially with spreadsheets, word processing and power point presentations and the ability to operate other software programs as necessary.
- Displays excellent time management and workplace co-operation skills.

**To be considered for this position, all applicants must be currently enrolled in a degree / diploma program in a relevant field of study at a university / college institution or vocational school during the term of the internship.**

All applicants should have a valid driver's license. Access to a vehicle on a daily basis is considered a valuable asset, but not a requirement.

### **To Apply**

Please send your resume and cover letter not later than **February 13<sup>th</sup>, 2015** to:

**Human Resources**

**Email:** [humanresources@rugbycanada.ca](mailto:humanresources@rugbycanada.ca)

**Fax:** 905-707-9707

**SUBJECT: Finance Intern Application**