

GBC FINANCE MANAGER

The Finance Manager is responsible for assisting with the maintenance of accounting and financial information of the Graduate Business Council. Successful candidates will work with the GBC Finance Director and assist with bookkeeping, reconciling of accounts, and tasks related to the audit process on behalf of the GBC.

Reports to the Finance Director

Estimated time commitment: 5 to 7 hours per week

Term: Hiring date to May 31st, 2024

Roles and responsibilities:

14. Helps prepare and maintain the financial statements of the GBC.
15. Periodic review of financial statements, creation of invoice and reconciling of accounts.
16. Review, monitor and manage cash flow, payable, receivable accounts etc.
17. Supports with maintaining the accuracy and integrity of the financial statements of the GBC.
18. Production of reports related to budget, monthly updates, audit process, etc.

Who we are looking for:

16. Demonstrated skills and interest in finance, accounting, and business administration.
17. Proficient in MS Office applications, particularly Excel
18. Experience with QuickBooks and CRMs
19. Previous experience in a similar role an asset