



## 2025 Summer Job Posting

<b>Job title:</b>	Finance Associate
<b>Reports to:</b>	Senior Manager, Accounting & Reporting
<b>Location:</b>	Hybrid in GTA, Access to Internet Required
<b>Hours:</b>	31 hours/week
<b>Duration:</b>	9 Weeks starting May 1, 2025
<b>Hourly rate of pay:</b>	\$22.20
<b>Application deadline:</b>	Friday January 31, 2025

**\*All Associate positions are funded through the Canada Summer Jobs Program and will start pending approval from Employment and Social Development Canada (ESDC).**

### **About BGC Canada (formerly Boys and Girls Clubs of Canada)**

For 120+ years, BGC Canada has created opportunities for millions of Canadian kids and teens. As Canada's largest child and youth-serving charitable and community services organization, our Clubs open their doors to young people of all ages and their families at 635 locations nationwide. Positive relationships. Essential programs. Opportunity changes everything. Learn more at [bgccan.com](http://bgccan.com) and follow us on social media @BGCCAN.

### **About You**

You are an incredibly detail-oriented individual who enjoys organizing information, communicating information, and ensuring tasks are completed. You have a friendly demeanour and a positive attitude, take the initiative, and enjoy being helpful. You are excellent at multitasking, meeting deadlines, and collaborating with others. Ideally, you are tech-savvy and comfortable working on digital platforms and creating process documents. You are eager to learn more about nonprofits in a federated model. You align with BGC Canada's Core Values of Belonging, Respect, Encouragement and Support, Working Together, and Speaking Out.

### **About the Role**

- Support month-end closing

- Provide support to the Project Accountant during monthly project reporting
- Process Corporate Visas
- Update accounting process documents
- Digitize finance documents
- Maintain relationships with colleagues across BGC Canada's National office to stay informed of best practices and to ensure employee engagement
- Any other tasks as required

### **Our Ideal Candidate**

- Currently enrolled in or recently completed a finance, business administration, operations management, or information technology program **and/or** have a strong interest in systems management, finance, or administration
- Demonstrated experience in dealing with various key stakeholders, including members, colleagues, volunteers, etc.
- Excellent organizational, analytical, and communication skills (written and verbal)
- Knowledge of design software such as Canva and Adobe Suite
- High-level proficiency in Microsoft Suite, experience with SharePoint considered an asset
- Fluency in French is considered an asset

### **Eligibility**

- Must be between 15 and 30 years of age at the start of the employment
- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Satisfactory clearance under the Enhanced Police Information Check

### **How to Apply**

If you find this position description interesting and believe your skills and experience align, we encourage you to apply! Please visit our candidate portal at <https://bgccan.bizmerlin.net/jobboard> and click on the **Finance Associate** position.

BGC Canada is committed to providing an inclusive workplace that embraces diversity, values differences, and supports the full participation of all employees. We welcome applications from racialized persons/persons of colour, Indigenous persons, persons with disabilities, 2S & LGBTQIA+ persons, and other persons from diverse backgrounds. Upon request, we offer accommodations to applicants with disabilities throughout our hiring process.

We thank all applicants for their interest; however, only those under consideration for the role will be contacted.