



RUGBY CANADA INTERNSHIP OPPORTUNITY

Title: Finance Intern

Type of Position: Internship (Sept – Dec, 2018)

Location: Rugby Canada Centre of Excellence – Langford, BC

Reporting to: Accounting Technicians

Rugby Canada is the national sport organization committed to the domestic development and international success of rugby for Canada.

POSITION DESCRIPTION

The Finance Intern will be provided an opportunity to be mentored by and learn from staff that oversee finances for Rugby Canada and HSBC Canada Sevens. This role will allow insight into finance in a non-profit elite sport environment, and provide training in the associated financial procedures. It will provide experience in working a year-end audit process and working on both Quickbooks and Great Plains software.

The position will offer professional development for an individual seeking a career in the finance industry.

RESPONSIBILITIES

Working with experienced professional staff, the Intern will have the opportunity to gain valuable knowledge and experience in the following areas:

- Accounts payable posting
- Accounts receivable posting
- Processing expense reports
- Accounting sponsorship revenues
- Accounting for fundraising revenues

TRAINING QUALIFICATIONS

- Ability to work independently without supervision, but in accordance with training
- Ability to work as a team member, as well as a history of performing in situations that initiative
- Excellent time management skills and ability to meet deadlines
- Efficient and effective oral and written communication skills
- Ability to work flexible hours, on occasion

RUGBY CANADA

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info@rugby.ca





SKILL & KNOWLEDGE QUALIFICATIONS

- 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
- Experience with Microsoft Office (Excel) and financial software
- Fluency in English required; fluency in French an asset

DEADLINE FOR SUBMISSIONS

If interested in the above internship, please forward a resume and cover letter to Jen Braem, Director – Finance at jbraem@rugby.ca by Friday, August 31st.

Only candidates selected for an interview will be contacted.

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