

<b>DIVISION/DEPARTMENT:</b>	Alberta and Northwest Territories	<b>LOCATION:</b>	Edmonton
<b>JOB TITLE:</b>	Finance Assistant	<b>INCUMBENT:</b>	N/A
<b>REPORTS TO:</b>	Finance Manager		

LEVEL/GRADE:	POSITION:	HOURS PER WEEK:	SALARY RANGE:	APPLICATION DEADLINE:
Canada Summer Jobs Position	Temporary  Term of Position: May 10 to August 27, 2021	Up to 36.25 hours/week	\$20.00 to 25.00 per hour	April 30, 2021

**GENERAL DESCRIPTION:**

The Lifesaving Society Alberta and Northwest Territories is seeking an individual under the Canada Summer Jobs Grant funding criteria for the role of Financial Assistant. The Financial Assistant will complete data entry into our Member Management system, online learning academy, online store, and financial systems. Tasks include entering data, collections on accounts receivable, answering phones, responding to inquiries.

The successful candidate is enthusiastic, motivated, has attention to detail and able to work in a multi-faceted organization. The Financial Assistant will directly report to the Finance Manager. The successful applicant will also collaborate with Society staff on organizational priorities, operations, to support our members, affiliate delivery partners, leadership volunteers, and the public.

**EMPLOYMENT DUTIES**

**Data Entry**

- Scanning and filing
- Accounts Receivable / Payable
- Award processing
- Production of reports
- Mailing
- Shopify

**Customer Service**

- Answering phones
- Responding to member inquires
- Email and time management

**GENERAL**

- Set goals, strategies and tactics to achieve work plan outcomes
- Identify the required resources required to achieve goals
- Provide input for evaluation and reporting
- Attend meetings
- Other duties as required

<b>ATTRIBUTES</b>
<ul style="list-style-type: none"> <li>• Knowledge of financial management systems</li> <li>• Positive, outgoing personality</li> <li>• Strong communication skills (written and verbal)</li> <li>• Effective interpersonal and teamwork skills</li> <li>• Customer service orientated</li> <li>• Ability to offer and receive feedback and ideas</li> <li>• Excellent organization and multi-tasking skills</li> <li>• Problem solving with the ability to resolve issues</li> <li>• High attention to detail</li> <li>• Adhere to the policies, procedures and Lifesaving Society Code of Conduct</li> </ul>
<b>QUALIFICATIONS</b>
<ul style="list-style-type: none"> <li>• Must be at least 18 years of age</li> <li>• High School Diploma</li> <li>• Degree in Accounting, Finance, or related field</li> <li>• CPA Designation or an individual working towards their CPA will be preferred</li> <li>• Clear Criminal Record Check with Vulnerable Sector Check</li> <li>• Must meet the eligibility criteria to be employed under the Canada Summer Jobs Grant</li> <li>• Proficient in the Microsoft Office Suite, Quickbooks</li> </ul>
<b>PRE-EMPLOYMENT REQUIREMENTS</b>
<ul style="list-style-type: none"> <li>• Security Clearance</li> </ul>
<b>SPECIAL REQUIREMENTS</b>
<ul style="list-style-type: none"> <li>• Willingness to work on evenings, weekends occasionally as required</li> </ul>

Please forward any inquiries or your application to:

Kelly Carter, Chief Executive Officer  
Lifesaving Society – Alberta and Northwest Territories  
13123 – 156 Street NW  
Edmonton, AB T5V 1V2

Phone: 780.415.1755  
[careers@lifesaving.org](mailto:careers@lifesaving.org)

The Lifesaving Society - Canada's lifeguarding expert - is a charitable organization working to prevent drowning and water-related injury through its training programs, Water Smart® public education, water- incident research, safety management services and lifesaving sport. Annually, more than 1,200,000 Canadians participate in the Society's swimming, lifesaving, lifeguard, first aid and leadership programs.