



Summer Student Employment Posting

Department	Finance
Job Title	General Accounting Assistant
Vacancies	1
Pay Rate	\$17.20 per hour
Job Start Date	May 12, 2025
Job End Date	August 29, 2025
Program Related Deadline	
Days	
Hours	35

- Qualifications:**
- Must be a full-time post-secondary student at Confederation College in the 2024-2025 academic year (minimum – attending entire winter 2025 semester). Full-time is defined as having a minimum 60% course load, or 40% if you have a permanent disability.
 - Must be returning to Confederation College as a full-time post-secondary student in September 2025
 - Must be a Canadian citizen, permanent resident protected person, or an international student who is legally eligible to work in Canada.
 - If domestic, must be approved for OSAP, or complete the [needs score spreadsheet](#) to demonstrate a financial need
 - Must be a Canadian citizen, permanent resident protected person, or an international student who is legally eligible to work in Canada;
 - Student in the Business- Accounting program

Duties: The student will take part in a number of tasks to assist the Financial department. Duties and responsibilities will include but are not limited to:

- Assist with monitoring and reconciliation of accounts payable and accounts receivable balances and related inquiries;
- Reviewing and monitoring monthly corporate VISA cardholder submissions;
- The timely and accurate processing of all non-purchase order accounts payable, including Travel Advance and Travel Expense claims, and ensuring compliance with College policies;
- Auditing petty cash submissions for accuracy, timeliness, and compliance with College policies;
- Responding to accounting related queries, including “Live Line” and front counter; and
- Other duties as assigned.