

## FINANCE STUDENT EMPLOYMENT PROGRAM

<b>Organization:</b>	Workplace Safety and Insurance Appeals Tribunal
<b>City:</b>	Toronto, ON
<b>Job Term:</b>	1 temporary contract (12 months – with opportunity for extension, subject to job performance and confirmation of funding approval)
<b>Job Code:</b>	Student 3
<b>Salary Range:</b>	\$28.00 / hour (Year 1) - \$33.00 / hour (Year 3)
<b>Posting Status:</b>	Open

This position is a 46-week contract. The hours of work for this position will be ten (10) weeks full-time (36.25 hours per week) from Monday, June 19 to Friday, September 1, 2023 and part-time (8 to 12 hours per week) from Tuesday, September 5, 2023 to Friday, April 26, 2024.

**Preferred Start Date: June 19, 2023**

### About Us:

The WSIAT is committed to fostering and sustaining a diverse, inclusive, equitable and accessible workplace. We are a specialized adjudicative tribunal that hears appeals of final decisions of the Workplace Safety and Insurance Board.

As Finance Student, you will review and update the WSIAT's Accounting Policies and Procedures, ensuring they are embedded with internal controls and are in compliance with audit and regulatory guidelines. You will further review current data sets, the organization's data needs, and conceptualize Financial Reporting and Management Data Dashboards. Finally, you will contribute to developing a complex excel-based budgetary and reporting matrix to support expedited decision making. This position reports directly to the Director, Finance.

### What can I expect to do in this role?

In this exciting role, you will:

- Assess the appropriateness of audit evidence for expenses, revenues, capital asset additions, accounts payable, accounts receivable, and prepaid expenses.
- Assess, review, and document discrepancies and irregularities in financial entries (process), documents, and reports.
- Review current accounting procedures, controls, system processes to prepare an "Accounting Procedure Manual", inclusive of detailed Internal Controls. This will involve reviewing current accounting procedures against third party regulatory requirements (CRA/Government Guidelines/Employee Standards, etc.)
- Develop and apply knowledge of Generally Accepted Accounting Principles (GAAP – Not-For-Profit).
- Work with key stakeholders (including business leaders) to determine the requirements for new management dashboards and financial matrix.
- Develop complex excel-based budgetary and forecasting models.
- Analyze and evaluate financial reports, requirements, and variance reports.
- Analyze budgetary trends, and identify associated risks.
- Leverage strong foundational knowledge of financial metrics to build effective solutions that add value through simplifying and automating processes.

- Assist in the development and implementation of the financial accounting and reporting system.
- Analyze business processes and requirements to identify emerging trends and provide related options and solutions.
- Prepare briefing notes, recommendations, and option papers for consideration of leadership.
- Deliver presentations, training and briefings on Finance initiatives, policies and projects.
- Support the Finance team on various month-end accounting tasks and learn effectively.

## **How do I qualify?**

### **Specialized Finance Skills:**

- Working toward completion of a Master's Degree in Commerce, Business, Finance, or Accounting.
- Enrolled in a CPA-Accredited University Program and working towards CPA designation.
- Prior related co-op or working Accounting experience would be an asset, especially within the Not-For-Profit sector.

### **Analytical Skills:**

- Strong analytical, problem solving, and planning skills. Intermediate to advance level skills in Microsoft Excel is required.
- Experience analyzing intricate data sets from across the organization, and carrying out a given task with all necessary details.
- Self-starter with the ability to work effectively under multiple assignments in an organized manner.
- Ability to plan, develop, implement, and interpret goals, objectives, and policies.

### **Strong Communication and Collaboration Skills:**

- Ability to interface and work cooperatively across the organization.
- Ability to collaborate closely with multiple team members in an agile environment.
- Excellent interpersonal and communication skills.
- Customer and/or client service experience is desirable.
- Strong organizational and time management skills.
- Positive attitude and strong work ethic.
- Commitment to confidentiality and judgement in handling sensitive situations and knowing when to escalate issues for resolution.

### **Technical Skills:**

- High Level of competency using Microsoft Office.
- Superior Excel data modeling skills (desired). Working knowledge with spreadsheets and using formulas creating reports.
- Experience working with and/or exposure to, accounting software such as Sage.

### **What we can offer you?**

- Work in an inclusive, diverse, and collaborative culture.
- Apply technical and academic knowledge to real business issues.
- Develop and apply analytical, problem-solving and leadership skills to understand and evaluate key business trends and drivers.
- Continue to grow on a personal and professional level through one on one coaching and mentorship from members of the Finance team.
- Work in an environment that supports and fosters knowledge sharing, and provides key experiences to increase capabilities through projects or objectives.

## **MANDATORY REQUIREMENTS:**

### **To be eligible for the student program, job applicants must:**

1. Be registered as a full-time student in an accredited post-secondary academic institution. This includes persons with disabilities considered to have full-time status by their academic institution.
2. Maintain a minimum of 60% of a full-time course load.
3. Be eligible to work in Canada in accordance with relevant territorial legislation and regulations.

### **Additional Information:**

**Address:** 505 University Avenue, Toronto, Ontario  
**Area of Search:** Within commuting distance of 505 University Avenue

### **How to Apply:**

1. Please submit your resume and cover letter through our online [WSIAT Career Centre](#)
2. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, please show how you demonstrated the requirements for this job.
3. If you require accommodation for a disability during any stage of the recruitment process, please notify us at [Recruitment@wst.gov.on.ca](mailto:Recruitment@wst.gov.on.ca). Recruitment staff will contact you within 48 hours.

**Remember:** The deadline to apply is end of day May 29, 2023. Late applications will not be accepted. We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**The Workplace Safety and Insurance Appeals Tribunal is an inclusive employer.  
Accommodation is available under the Ontario Human Rights Code.**