

Business ACCOUNTING

JOB TITLE

Accounting Co-op

COMPANY NAME

CONTRACT NAME

CONTRACT INFO

COMPANY PROFILE

We are currently seeking to fill Tax Accounting Co-op positions for the Tax Department. These tax accounting positions will specialize primarily in the U.S. tax field. We will provide an opportunity for interested candidates to grow and develop their skills within a dynamic and challenging environment. On the job training will be provided within the Tax Department. Opportunities may exist for future employment at our company after a successful work term.

RESPONSIBILITIES

- Prepare U.S. corporate income tax and business property tax returns
- Prepare U.S. tax depreciation and amortization schedules and information for tax returns
- Respond to tax questions from locations and correspondence from tax authorities
- Provide assistance to senior staff and tax managers in the preparation of informative and analytic schedules to management or other departments.

QUALIFICATION AND EXPERIENCE

- Concentrating in accounting
- Good technical/computer skills and a self starter who can contribute as a team player
- Ability to work under pressure with a high level of commitment to meeting deadlines and providing quality work
- Accounting / tax work experience is a definite asset

NUMBER OF POSITIONS 6

START DATE January to August (8 months)

PAID POSITION

HOURLY / WEEK

Business ACCOUNTING

JOB TITLE

O c B a a O c p

COMPAN NAME

CON AC NAME

CON AC INFO

COMPAN P OFILE

Federal agency responsible for promoting compliance with Canada's tax, trade, and border legislation and regulations.

E PON IBILI IE

- Audit taxpayers' individual tax returns, taxpayers' requested adjustment, books and supporting documents to determine the degree of compliance with the Income Tax Act
- Identify audit issues, formulate and modify audit plans and procedures during audits.
- Identify, gather info and refer tax incentive claims, tax avoidance, tax evasion, real estate appraisals, business valuations and their party non-compliance issues to the appropriate section for their reviews

ALIFICATION AND E PE IENCE

- Knowledge of accounting methods and practices in order to understand business transaction or series of transactions where information may be incomplete
- Good technical/computer skills and a self starter who can contribute as a team player
- Understanding of business practices and commercial law

N MBE OF POSITION 1

ALA May to August (4 months)

PA CALE

HO / EEK

JOB TITLE

F a c a l A a t s

COMPAN NAME

CON AC NAME

CON AC INFO

COMPAN P OFILE

As an overview, the financial services office provides services including those related to accounting operations as well as resource management and other financial analysis.

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- Performing a pre-audit and verification process for incoming documents prior to input into the Departmental financial system
- Maintaining information using spreadsheet and database software (ie. Excel, IDEA)
- Communicates with suppliers, funding recipients, and employees within the Department to obtain additional information and to resolve issues.
- Providing advice and guidance to suppliers, funding recipients, and employees within the Department.
- Analyzing internally and externally sourced statistical samples, transactional, and/or financial information such as budget allocations, plans, trends, and forecasts and proposes options to managers and external clients on a variety of financial matters
- Obtaining data in order to perform analysis and assessment. The information is used to complete trend analysis, variance analysis, and is used in the preparation of financial reports.

ALIFICATION AND E PE IENCE

- Working towards a post secondary degree in Business or Commerce
- Able to analyse information
- Able to communicate effectively orally and in writing
- Able to work under tight deadlines
- Have intermediate Microsoft Excel skills
- Work well in a team environment

NUMBER OF POSITION 2

ALA May to August (4 months)

PA CALE

HO / EEK

JOB LOCATION Vancouver, BC

HUMAN RESOURCES MANAGEMENT

JOB TITLE

Human Resources Coordinator

COMPANY NAME

CONTRACT NAME

CONTRACT INFO

COMPANY PROFILE

Natural resource company

DESCRIPTION OF DUTIES

- Assisting in the administration of group benefits
- Administering Reward & Recognition programs
- Maintaining HR benchmarking and statistical analysis
- Job posting; harvesting and pre-screening resumes
- Updating and maintaining employee files
- Project work in the areas of health & safety, training & development and succession planning

■ QUALIFICATION

- Must be enrolled in your 4th year of the HR Management program
- Proficient in MS Office programs such as Outlook, Excel, Word and PowerPoint
- Excellent oral and written communication skills
- Extremely organized and detail oriented
- Ability to work in a team environment AND alone on individual projects
- Positive, up-beat personality with a commitment to excellence

NUMBER OF POSITIONS 1

START DATE September to April (8 months)

PAY SCALE

HOURLY / WEEK

JOB LOCATION Langley, BC

MANAGEMENT INFORMATION SYSTEMS

JOB TITLE

Business Analyst - Technical Systems

COMPANY NAME

CONTRACT NAME

CONTRACT INFO

COMPANY PROFILE

A Canadian financial institution devoted exclusively to providing trade finance services to support Canadian exporters and investors in some 200 markets, 130 of which are in developing markets.

DESCRIPTION OF DUTY

We are in search of a dedicated student to work with the technical solutions team in Ottawa. The team is dedicated to delivering software solutions to Business Development Group.

- The successful candidate will be responsible for testing applications as they are developed, following test scripts, and documenting processes as necessary.
- As a part of the team, do assigned tasks related to project management including preparing briefing memos to customers.

■ QUALIFICATION

- University education relating to project management, businesses, and/or information technology

NUMBER OF POSITION 3

START DATE January to April (4 months)

LOCATION

Ottawa, ON

Business MARKETING

JOB TITLE

Junior Marketing Coordinator

COMPANY NAME

CONTACT NAME

CONTACT INFO

COMPANY PROFILE

Large international company.

DESCRIPTION OF DUTIES

The employment opportunity would involve developing a regional data base using Microsoft Access or other compatible software program. It also involves marketing and promoting events and services across Canada. Working within a team structure, the successful candidate will also exercise a high degree of independent and self-motivated commitment to achieve the goals and objectives of the organization. The Junior Marketing Coordinator will work in close collaboration with the Professional Development Team to proactively use the most appropriate strategies to achieve results, and meet operational demands.

REQUIREMENTS

- A senior student in 3rd or 4th year that possess sound knowledge of data base development techniques, and marketing experience.
- Ability to participate in meetings and special events such as conferences, workshops, project teams and promotional activities, requiring the provision of information/follow-up/ support to other members of the team.
- Ability to develop, nurture and maintain workable internal and external partnerships.
- Ability to plan, prioritize and produce work under pressure and within tight deadlines.
- Ability to communicate effectively orally and in writing.
- Ability to travel when required.
- Effective interpersonal relationships.
- Team player and independent worker.

NUMBER OF POSITIONS

4

AVAILABILITY

Mid August - Mid April (8 months)

PAY SCALE

HOURS / WEEK

JOB LOCATION

Hong Kong, China