

**JOB DESCRIPTION**  
**TREASURY SUMMER STUDENT**

**REPORTS TO:**                                      **Treasurer**

**SUBORDINATE POSITIONS:**      **None**

**SUMMARY OF FUNCTION:**

To provide support in the Treasury department.

**TASKS:**

1. Assist in the analysis and compilation of data for a variety of projects.
2. Provide support to the Deputy Treasurer with analysis of accounts, analysis of assessment data.
3. Assist with the documentation of procedures in the Treasury department.
4. Assist the Cashier with payments.
5. Assist the Treasury department with set up and labeling of files as well as processing files for archives or destruction.
6. Assist the Treasury department with special projects as assigned by the Treasurer or Deputy Treasurer.
7. Performs other duties as required.

**SKILL:**

- ❑ Applicants should be enrolled in post-secondary education in a business/finance area or similar program which includes courses in the accounting field.
- ❑ Must have the ability to work independently combined with excellent interpersonal, organizational and communications skills.
- ❑ Office experience including cash management or similar duties is required.
- ❑ Excellent computer skills including Excel and word processing.
- ❑ Must possess a valid minimum G2 driver's licence.
- ❑ A competent person as defined by the Occupational Health & Safety Act.

**EFFORT:**

- ❑ Workweek – 35 hours per week
- ❑ Job requires attention to detail and concentration.

**WORKING CONDITIONS:**

- ❑ Working environment contains the usual risks or discomforts; no special safety precautions are required.

Revised: January 2018