



Finance Assistant
Canada Summer Jobs
Pending Grant Approval

Emmanuel International Canada is a global Christian organization which exists to encourage, strengthen, and assist churches worldwide to meet the needs of the poorest of the poor in their communities, demonstrating God's love, transforming lives! Emmanuel International Canada seeks to connect you to the communities in which we operate around the world. We are seeking energetic and compassionate students to join our staff.

Eligible Students:

To be eligible to participate in the Canada Summer Jobs program, an individual must:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

Qualifications:

- Intermediate ability in Microsoft EXCEL
- Must have administrative skills
- Office experience is an asset
- Must be willing to work in a team and be able to work independently
- Must be interested in pursuing a career in the area of finance
- Preference will be given to a student who is bilingual
- Must be willing to sign the EICanada statement of faith

Responsibilities

- Assist the finance department in implementing the new finance system
- Help with field accounts as needed
- Record donations from Alumni fundraising drive
- Record financial transactions from fundraising drive
- Provide administrative support to the finance department
- Data entry
- Assist at community events such as EICanada's Summer Senior Lunches



EMMANUEL
INTERNATIONAL CANADA

Salary: \$11.00/hr for 37.5 hours a week
Closing Date: April 26, 2010

Send application to personnel@eicanada.org quoting the job title **CSJ-Finance Assistant**. Only those candidates considered will be contacted.