

Employer: Marine Atlantic Inc.
Job Title: Finance Department Student
Location: Port aux Basques
Term: Summer 2022
Number of Positions: 1
Rate of Pay: \$15/hour for 40-hour workweek (1-hour lunch)

About the Corporation:

Marine Atlantic Inc. (MAI) is a Crown corporation that provides an essential ferry transportation service between Nova Scotia and Newfoundland, via 2 routes through the Atlantic Ocean. Offering a unique experience to passengers near and far, Marine Atlantic strives to provide environmentally responsible services as a Green Marine Participant organization to the Atlantic Region. Through their connections in port town regions, Marine Atlantic is continuing to promote development in Newfoundland and Labrador and Nova Scotia.

About the Department:

Marine Atlantic's Finance Department provides coordination of the corporation financial planning, and budget management functions and ensures corporate accounting procedures and reporting conform to generally accepted accounting principles. The department is responsible for controls to safeguard corporate assets. The position oversees the treasury, accounting operations, budget, tax, fixed assets administration, internal and external reporting, financial planning, and advisory, and financial external audit activities of the entire organization. The department processes the corporation's payrolls, payables, and receivables, generates its performance reports, and controls the corporation's cash and financial instruments. The position oversees financial and accounting system controls and standards and ensures timely financial and statistical reports for management, Board or shareholder use, including meeting quarterly and annual reporting requirements of the Financial Administration Act. The department ensures that the applicable requirements of the Pension Benefits and Standards Act (PBSA) are met for the Pension Plan for the Employees of Marine Atlantic Inc.

About the Position:

This position will offer the student an opportunity to obtain and develop skills in accounts payable, accounts receivable, payroll, general accounting, financial accounting, budget analysis, business analysis, control environment, risk and internal control, fixed asset administration and accounting, external and internal financial reporting, budget, tax and pension. The student will gain office software skills through the creation and updating of databases, spreadsheets, forms, and reports. The student will perform data analysis using Excel. This position will work collaboratively as part of the Finance team working directly with the management of the Finance Department.

MAI will provide the student with a workspace location, laptop, and all necessary essentials for their work with Marine Atlantic.

Your Qualifications:

As the Finance Department student, you are a problem solver who uses strong communication skills to collaborate with stakeholders in service of the department. In this position, you must have the ability to be self-motivated to assist in meeting the objectives of the department and organization. The ideal candidate will exhibit professionalism, ethical conduct, and have strong interpersonal skills.

Position responsibilities include:

- Assisting with Finance Department projects

- Data and Business Analysis
- Attending Finance Department meetings
- Other duties, as assigned

Proficiencies:

- MS Office Suite

Assets:

- Business courses completed
- Accounting courses completed
- Experience with data analysis
- Experience with accounting software

Position qualifications include:

- Business Student

If you meet the listed qualifications, are interested in this opportunity, and exemplify our core values, please send your resume and cover letter to recruiting@marine-atlantic.ca quoting Finance Department Student in the subject heading.

Marine Atlantic is a Federal Crown Corporation that provides a vital ferry service link between Newfoundland and Labrador and mainland Canada.

At Marine Atlantic, we are dedicated to building and fostering an inclusive and diverse environment, where all employees and customers feel welcomed, valued, and respected.

Marine Atlantic invites applications from all qualified candidates and hires based on merit. We are committed to the principles of equitable employment for all and strongly encourage applications from women, Indigenous Peoples, persons with disabilities, visible minorities and 2SLGBTQIA+ community members. If you are a member of one or more of these groups, please state to which group(s) you identify in your cover letter, resume or application.

To receive this job poster in an alternative format or to discuss alternate ways of completing the online application, please contact the Marine Atlantic Human Resources Department, in confidence, at recruiting@marine-atlantic.ca.

We are committed to providing an inclusive and barrier-free work environment, starting with the recruitment process. If you need to be accommodated during any phase of the evaluation process, contact the Marine Atlantic Human Resources Department, in confidence, at recruiting@marine-atlantic.ca.