

Finance Department Summer Student Opportunity Port aux Basques

Marine Atlantic is currently looking for a Finance Student to work with our Finance team, located in Port aux Basques, NL during the summer of 2023 (May – August)!

About the Corporation:

Marine Atlantic Inc. (MAI) provides an essential transportation service connecting 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 department 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 department 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 COOP 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.

We will provide the student with a workspace location, laptop, and all necessary essentials for their work with Marine Atlantic. There is a possibility that remote work may be required.

Your Qualifications:

As the Finance Department's Co-Op 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

Hourly Rate of Pay: \$15/hour for 40-hour work week (1-hour lunch) Proficiencies:

- MS Office Suite

Assets:

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

Position qualifications include:

- Business Student

How to Apply:

If you meet the listed qualifications, are interested in this exciting learning opportunity please send your resume and cover letter to dmiller@marine-atlantic.ca quoting Finance Department Student in the subject heading. Deadline for applications is 28 March 2023.