



**Graduate Students'
Association**

Local 78, Canadian
Federation of
Students

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The GSA values employment and educational equality and welcomes applications from diverse groups including (but not limited to) women; aboriginal people; people of colour; people with disabilities; international students; and gay, lesbian, bisexual, and transgendered people.

JOB POSTING:

Finance Administrator

Position Term: Permanent part-time

Remuneration: To be determined

Number of Positions: 1

Job Description: Responsibilities may include:

- Bookkeeping and data entry
- Tracking accounts, receivable and payable.
- Reconciling daily sales, inventory, and accounts
- Administering payroll and remittances
- General office administration and support
- Preparing reports to the Executive

Qualifications:

- Knowledge of accounting principles and practices
- Proficiency with bookkeeping in a not-for-profit setting and with bookkeeping for a business operation
- Experience administering payroll
- Experience preparing for an audit
- Proficiency in Quickbooks Pro
- Advanced knowledge of Excel
- Experience working for a non-profit organization
- Knowledge of the student movement
- Verbal and written communication skills
- Self-motivating and independent worker
- Experience with inventory tracking
- Experience with point of sale system (an asset)

Deadline: 4:00pm, Wednesday, April 8, 2009

Submit resumes to: Laura Smith, GSA VP-Academic
600 Unicentre
Carleton University
E-mail (Word or PDF only): gsa_vpa@carleton.ca

The GSA front office is a unionized workplace (*CUPE* Local 1281).

