Summer Student, Corporate Accounting

The Summer Student, Corporate Accounting performs a broad range of clerical duties under the supervision of Corporate payable staff. They will help Corporate AP with day-to-day tasks and requests that allow them to gain experience in a collaborative team environment while providing crucial support to AP during their time at HOOPP.

DUTIES AND RESPONSIBILITIES

- Prepare all incoming invoices and expense reports for processing.
- Process corporate invoices, employee expense claims and government remittances in accordance with HOOPP’s policies and procedures.
- Process payments for Corporate and Employee expenses, Government payments and Pension related items in the timely manner. Payment types include Wire, Cheque and EFT.
- Setup and /maintenance of vendors in Accounts Payable system.
- Filing of Invoices and expense forms
- Assist with other accounts payable clerical duties as needed.
- Opportunity to participate in business documentation process

SKILLS AND ABILITIES

- Basic understanding of financial and accounting concepts. Accounting/finance major preferred
- Attention to detail, accuracy, and completeness
- Ability to manage high volumes of work while meeting tight deadlines
- Working knowledge of Excel.
- Ability to collaborate in a team environment.
- Excellent written and verbal communication skills