



Grand Challenges Canada®  
Grands Défis Canada

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**Position:** Finance Co-op Student January 2020  
**Site:** MaRS Discovery Tower  
**Department:** Finance - Grand Challenges Canada  
**Status:** Temporary Full-time (8 - Months)

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Grand Challenges Canada is dedicated to supporting Bold Ideas with Big Impact®. Funded by the Government of Canada and other partners, Grand Challenges Canada funds innovators in low- and middle-income countries and Canada. The bold ideas Grand Challenges Canada supports integrate science and technology, social and business innovation - known as Integrated Innovation®.

One of the largest impact-first investors in Canada, and with a feminist investment approach, Grand Challenges Canada has supported a pipeline of over 1000 innovations in more than 80 countries. Grand Challenges Canada estimates that these innovations have the potential to save up to 1 million lives and improve up to 28 million lives by 2030.

As a **Finance Co-op student** you are an adaptable, proactive individual with a strong willingness to learn and enjoy working in a fast-paced environment. The responsibilities of the Co-op student is to assist the Finance Team in providing financial services to both the Programs and Corporate teams at Grand Challenges Canada.

The Finance Co-op student will perform a range of professional and detailed accounting activities requiring good knowledge and fundamental applications of accounting theory, principles and practices. Key responsibilities include:

- Process financial payments, reconciling Accounts Payable and Accounts Receivable
- Monitor and reconcile bank accounts and cash flow
- Answer inquiries from internal staff and external partners and vendors
- Perform spot-check audits on innovator projects to ensure compliance
- Assist with preparation of quarterly financial memos for the Audit and Finance Committee and Board of Directors
- Assist with the annual corporate audits and funder audits, preparing working papers
- Assist in preparation of tax and HST tax forms
- Reviews grant contracts and compliance with related accounting regulations
- Present recommendations for procedural and work-flow efficiencies
- Assist the Innovator Compliance Unit in conducting compliance assessments, spot-check audits, innovator information sessions on GCC funded projects for selected projects
- Ensure proper execution of compliance/audit procedures and adequate documentation for findings



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- Prepare memos for the Audit & Finance Committee
- Other related duties as assigned

#### Qualifications

- Working towards an undergraduate degree in Business Administration, Commerce, Accounting or Finance or equivalent program, minimum 3rd year completed
  - Experience with Microsoft Office, specifically Excel
  - Knowledge of accounting practices, procedures and generally accepted accounting principles
  - Excellent organizational and time management skills
  - Excellent interpersonal and customer service skills
  - Excellent verbal and written communications skills
  - Meticulous attention to detail
  - Ability to work independently and within a team
  - Ability to work well under pressure and use good judgment in assessing difficult situations
  - Ability to maintain confidentiality
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