

Job Posting: 10319 - Position: Student Co-op: Finance

Co-op Work Term Posted: Summer 2020
App Deadline 06/02/2019 11:59 PM
Application Method: Career Bridge
Posting Goes Live: 05/16/2019 06:20 PM
Job Posting Status: Expired

Company Information

Organization Canadian Security Intelligence Service (CSIS)
Job Contact First Name Sir /
Job Contact Last Name Madam
Contact Title Hiring Manager
Address Line One PO Box 9732 STN T
City Ottawa
Province / State Ontario
Postal Code / Zip Code K1G 4G4
Country Canada

Job Posting Information

Term Posted Summer 2020
Job Title Student Co-op: Finance
Employer Competition / Job Posting Number 20- 968-COOP-FIN-02
Duration 4-16 Months
Job Location (City/Town) Ottawa
Job Location (Province/State) Ontario

Job Description

The Canadian Security Intelligence Service (CSIS) is looking for students who thrive on tackling diverse challenges in a unique environment. If you are up for the challenge and want to join one of our highest performing teams, there is no doubt that your contributions to CSIS will provide a meaningful impact to our mission of helping keep Canadians safe against national security threats.

CSIS offers opportunities to students to gain valuable experience in finance, with the possibility to return for multiple placements in difference areas. Students will be given the opportunity to cultivate their skills and knowledge by being paired with experienced employees who will provide feedback during the work term. They will have the opportunity to broaden their knowledge and experience before choosing a career specialization.

Students will assist with the following:

Financial Operations

- Verify expense claims.
- Provide advice on travel, hospitality, conferences, memberships and Foreign Service expenses.
- Administer section 33 of the Financial Administration Act (FAA).
- Reconcile financial data.
- Produce financial reports.
- Maintain financial system.

Or

Resource Management

- Monitor financial activities & perform trend/variance analysis.
- Prepare branch specimen signature cards.
- Interpret/apply policies/authorities in consultation with corporate policy centres.
- Monitor financial system allocations and coordinate movement of funds.

Job Requirements

- **Must be a Canadian citizen**

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Education

Undergraduate Degree Programs including but not limited to:

- Accounting
- Finance
- Business Administration
- Commerce
- Economics
- Advice to clients, managers and/or employees.
- Use of a financial system.
- Use of EXCEL (tables, pivot tables, graphs and charts).
- Applying Financial policies.
- Performing accounting operations.
- Dependability/Reliability
- Ability to Learn
- Respect
- Judgement
- Client Service
- Initiative
- Rigor
- Assertiveness
- they are accepted in a Co-op/Internship program;
- their interest for a 4, 8, 12 or 16 month work term;
- their language proficiency;
- their interest to work for CSIS.

Preferred Academic Level

Undergraduate

All Programs

No

Targeted Degrees and Disciplines

Bachelor of Arts (BA)

Economics BA

Bachelor of Management (BMGT)

Accounting

Computer Science BMgt

Economics BMgt

Finance

General Management

Human Resource Management & Labour Relations

Indigenous Governance and Business Management

International Management

