



## **Summer Student – Finance/Accounting**

Located in Calgary, Foundations for the Future Charter Academy (FFCA) is the largest public charter school in Alberta, soon to be serving over 4000 students in eight campuses throughout the city. We offer educational programming through a Distinctive Teaching and Learning Framework developed within the Alberta context for students from Kindergarten to Grade 12. Our mission is to provide a safe and caring environment where the four pillars of our charter: academic excellence, character development, parental involvement, and staff leadership are valued and fostered.

### **Position Summary**

Reporting to the Chief Financial Officer, a summer student is required to begin June 24, 2024.

The hours of work for this position are Monday – Friday 8:00am – 4:30pm (8 hours per day, ½ hour unpaid lunch).

### **Responsibilities**

- Helping accounting assistant with projects – excel, data entry, scanning, journal entries, entering invoices, setting up vendors, deposits
- Support writing/documenting accounting processes
- Records retention documentation
- At the direction of CFO – help prepare for year-end audit
- Other related duties as assigned

Preference will be given to candidates who meet the following requirements:

- Must be returning to high school/post-secondary September 2024
- Must be able to lift 20 kg

**Closing date for applications:** This position will remain open until filled.

Application Details:

Please send your cover letter and resume to [chloe.graveline@ffca-calgary.com](mailto:chloe.graveline@ffca-calgary.com).

*While all applicants are thanked for their interest, only those selected for the interview process will be contacted.*