



FINANCIAL MANAGEMENT

March 2026

ACCOUNTING SUMMER STUDENT

Financial Management (FM) provides financial services, including review, processing and reporting of transactions. The timely and accurate information that is produced provides the foundation for internal and external financial reporting, culminating in the generation of audited financial statements. These services are provided to 87 Members of the Legislative Assembly (MLAs), their constituency offices, caucus offices and Legislative Assembly Office (LAO) management and staff.

FM operates in accordance with the LAO policies and procedures, established accounting procedures, public-sector accounting standards, the *Legislative Assembly Act*, Standing Orders, Members' Services orders (MSO), the *Financial Administration Act* and direction from the Speaker, the Members' Services Committee and the Clerk in addition to federal and provincial legislation.

Reporting directly to the Manager of Compliance, Accounting and Financial Systems, the Summer Accounting Student provides administrative and accounting support to the FM Branch. This role is designed for students building foundational accounting experience and seeking practical exposure to accounting operations in a public-sector environment. Some of the work that the successful candidate may be asked to do includes the following:

Responsibilities

- 1) Provide accounting and administrative support to the FM branch

Activities:

- Provide administrative support to Accounting Officers, Senior Financial Analysts and the Manager
- Receive, assess and distribute mail to appropriate FM team members
- Ensure accuracy in the preparation and data entry of accounting transactions
- Prepare the expense disclosure reports for public disclosure in accordance with FOIP legislation and Members' Services Committee requirements
- Review and process accounts payable, accounts receivable, general ledger and nonfinancial transactions in an efficient manner, ensuring transactions are authorized, complete, accurate and compliant
- Provide assistance related to the tracking and maintenance of the fixed-assets register

- 2) Support the overall operations of the LAO in order to meet the goals and objectives of the LAO in the provision of support to the Legislature.

Activities:

- Contribute as an active team member to LAO initiatives, which may include supporting the Clerk, Speaker and ceremonial and conference functions
- Demonstrate commitment to workplace health and safety by following safe work practices and reporting work-related accidents and hazards immediately
- Participate in the classification, maintenance, retention and disposition of records within the guidelines of the LAO's file classification and retention schedule
- Demonstrate support for a positive workplace culture and the valued behaviours pursuant to the respectful workplace policy

Scope

- Financial services include accounts payable and receivable, reconciliations, nonfinancial issue tracking, cheque production and transaction-level reporting on a budget that exceeds \$69 million
- Financial services are provided to a dynamic clientele base of 87 Members and approximately 500 staff and thousands of vendors
- Client groups include Members of the Legislative Assembly, constituency office staff, various caucus offices, the Speaker's office and management and staff of the LAO
- Changes to clientele and increased demands for services are directly impacted by provincial election results and changes to government structure (e.g. committee appointments, et cetera)
- Services are province-wide
- Allocation of special funding to Members requires the administration of additional funds
- Positions work under the guidance of senior staff, applying established policies and procedures when completing tasks and seeking direction from the Manager of Compliance, Accounting and Financial Systems when needed
- Exposure to core components of the accounting cycle through guided support of transactional processing and reconciliations

Knowledge, Skills and Abilities

- Third- or fourth-year accounting student
- Basic knowledge of accounting procedures, accounting controls, and administrative financial processes. Preference given to candidates with AR/AP experience
- At least four months' experience in an office environment would be considered an asset
- Demonstrated effectiveness in providing exceptional client service
- Strong interpersonal and communication skills, both oral and written
- Ability to work in Microsoft Office is required
- Excellent organizational skills with dedicated attention to detail
- Strong computer skills (word-processing, spreadsheet and database applications)
- Strong time-management and prioritization skills with proven ability to recognize and meet tight deadlines

Position Classification

Administrative Support 3 (013AS)