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 20- 968-COOP-FIN-02

**Posting Number** 

**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

•

# 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

**All Programs** 

Targeted Degrees and Disciplines

Undergraduate

No

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

Management Information Systems

Marketing

Political Science BMgt

Salary 0.0

Projected Start Date May 01, 2020 12:00 AM
Projected End Date August 31, 2020 12:00 AM

# **Application Information**

Application Material Required Resume

Cover Letter

## **Additional Application Information**

Applicants must clearly demonstrate in their application how they meet each Education and Experience criteria. Failure to do so will result in the applicant being screened out of the career opportunity.

CSIS is a separate employer and is not subject to the Public Service Employment Act (PSEA). CSIS has its own classification, compensation system, and a different staffing regime. As such, we use a different staffing process and terminology.

CSIS is committed to diversity and inclusion and the equitable participation of all Canadians. Should you require accommodation in relation to a disability, please tell us at the beginning of the selection process. This information will be kept confidential.

The personal information provided in your application is protected under the Privacy Act and will be held in Personal Information Bank SIS/P-PU-025.

We thank all applicants for their interest in CSIS. However, only those who are selected for further consideration will be contacted.