



**Position: Accounting Specialist Student**

**Term: Winter 2020 (January 6, 2020 – April 24, 2020)**

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**About Us:**

CENGN, Canada's Centre of Excellence in Next Generation Networks, drives technology innovation and industry growth through our test bed, technical expertise, talent development, and partner ecosystem.

CENGN's ecosystem includes top of industry businesses, including members Bell Canada, Cisco, EXFO, Huawei, Invest Ottawa, Juniper Networks, Mitel, Nokia, Ribbon Communications, Rogers, TELUS, and Wind River. CENGN also partners with the federal government through the Networks of Centres of Excellence (NCE) and the Ontario government through the Ontario Centres of Excellence (OCE).

Our members and partners are a crucial part of CENGN's operation, providing us with the technologies needed to execute projects, and the necessary funding to enable our service offerings to Canadian small and medium enterprises (SMEs).

By providing Canadian SMEs with the infrastructure and expertise required to test their products, these growing businesses can overcome commercialization barriers. CENGN provides SMEs with full support of the development, solidification, and exposure of their test projects.

CENGN also develops talent through co-op and internship opportunities as well as training offerings. Approximately 40 students complete internships annually to strengthen their knowledge and understanding of their position by tackling new and exciting challenges.

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**What We offer:**

- An environment providing flexibility of working hours and location
- The reward of contributing to the Canadian ICT sector and helping to stimulate economic development
- The benefit of a small company in a modern setting with opportunities for growth
- The ability to work on real and impactful work that contributes directly to the company's success
- The freedom to share and execute your own ideas that are nurtured and encouraged
- The advantage of working with other students, full-time staff, and our executives who are all passionate about their individual contributions to CENGN
- Work in a consortium organization gaining exposure to the most innovative small business as well as the most well established telecom companies in Canada and the world
- The gain of working with cutting edge and relevant technology

For more information, visit [www.cengn.ca](http://www.cengn.ca)

**The Opportunity:**

As a student, you will be reporting to the Director of Finance, and contributing to the rigorous reporting and accurate recording of all company transactions and proper storing of records. You will also assist in identifying ways to become more efficient and cost effective.

You will work alongside CENGN's Accountant to strengthen and perfect accounting practices. You will receive hands on experience with real world accounting software and work on different projects throughout their 4-month co-op term. At the completion of the term, you will be able to leverage professional accounting practices.

This position involves participation in events which may require the student to be available outside normal working hours on a few occasions during the placement. Applicants should expect to be required to work irregular hours 1-3 times during the contract.

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**Key Responsibilities:**

We are seeking a highly skilled and motivated individual to fulfill the co-op role on CENGN's Accounting team. Key responsibilities in doing so include the following:

- Assisting the team with projects, tasks and ad-hoc requests
- Working on month end reports
- Processing invoices for the company
- Logging journal entries
- Reviewing and filing company expense reports
- Responding to queries in a timely and professional manner
- Working with other departments at CENGN

**Key Competencies/Qualifications:**

- Highly proficient with MS Office applications such as Excel, Word and PowerPoint
- Ability to get things done in a logical and productive manner
- Committed to meeting strict deadlines
- Communicate effectively both verbally and in writing
- Be flexible and have a positive attitude in approaching all duties and assignments
- Ability to work efficiently while maintaining strong attention to detail
- Solid judgement in setting priorities, identifying issues and determining action required
- Excellent organizational and time management skills
- Strong commitment to team environment dynamics with the ability to thrive as a team member as well as independently

**Education:**

- Post-secondary studies in Finance, Accounting, Business or related discipline

## Eligibility

Students who are enrolled or have graduated from post-secondary institution programs which provide the relevant background and aptitude to work and enhance their skills as per the requirements of CENGN's listed student postings will qualify for internships under this program.

- Students can be at the undergraduate level (current students) or graduate level (current masters and PhD students), or they may be recent undergraduate and master graduates within three years of graduation from an Ontario-based post-secondary institution
- The student must be eligible to work in Ontario and have employee status at the company for the duration of the internship (Canadian citizen, permanent resident, or on a work/student visa)
- The student may not apply with a company where there is any conflict of interest, including, but not limited to, a company where the student or relatives have any control as a major creditor or shareholder or governing board
- As a condition of employment and in accordance to CENGN's Code of Conduct Policy, all students must maintain a clean criminal record. CENGN engages a third party provider to verify student backgrounds prior to the start of the internship

## Languages:

- English oral, reading and writing
- Competency in any other language could be considered an asset

Interested and qualified candidates are invited to forward their resume in confidence to CENGN by email to [student-hr@cengn.ca](mailto:student-hr@cengn.ca). Please use " **Accounting Specialist Student**" as the subject line.

CENGN thanks all applicants for their interest, however, only those selected for an interview will be acknowledged. CENGN is an equal opportunity employer.