

## Finance & Operations Coordinator Co-op Student



**Reports to:** Executive Director

**Salary:** \$18.00 - \$20.00/hr + vacation pay

**Term:** Jan 13, 2025 - April 30, 2025

**Hours:** 35 hours per week

**Office Location:** 63 Tacoma Drive, Suite 303 Dartmouth

**Hybrid Model:** In office Tues, Wed, Thurs. Hybrid Mon and Fri

**Application Deadline:** Sunday, November 17th at 11:59PM ADT

The PREP Academy is seeking a Finance & Operations Co-op Student to join our team for the Winter co-op term! We are looking for an individual who takes pride in being both organized and able to contribute to a wide variety of tasks. You'll be supporting nearly all aspects of PREP's work, so you'll have to be comfortable with changing tasks and jumping in where needed. We hope to find someone who is resourceful, loves working collaboratively and is solution oriented. You will also need to be very comfortable with learning and using a variety of technology systems and supporting general logistics and administrative tasks.

### About PREP Academy

The PREP Academy is a community based non-profit organization that inspires and prepares African Nova Scotian students for college and university. We coach students in Grades 10, 11, 12 and continue to provide wraparound supports as they transition and complete college and university. We provide students and parents with access to resources and information, and help them navigate college and university processes.

### Key Responsibilities

#### *Finance*

- Lead the review and administration of monthly expenses approvals, reconciliations and budget to actuals for funders.
- Support the Executive Director in generating any reports and updates required for budgeting and Board approval.
- Work with bookkeeper and Executive Director to support monthly transactions and the annual Audit of Financials.
- Assist with any training and team support required for expense claims and management.
- Manage and track billing and administration in a digital storage system.
- Create and evaluate innovative ideas and technologies to help improve the way we do business.

#### *Operations*

- Support training and onboarding and offboarding of team members, collecting documents for HR files
- Support new team members with digital systems in the organization

including DEXT.

- Liaise with external tech support to support troubleshooting issues and implementing solutions.
- Manage, track and maintain an accurate inventory of all PREP Technology and Hardware.
- Work with the Executive Director to ensure the PREP compliance calendar is updated and deadlines are met, keeping track of upcoming renewals.
- Support the transition to our new donor engagement CRM, transitioning data from an excel spreadsheet into the new platform
- Support with drafting HR policies and process documentation.
- Provide other administrative support when required.

### **Student Eligibility**

*This is a funding student position and students must be:*

- Enrolled full or part time in a Canadian college or university.
- Holds Canadian citizenship or Permanent residency.

### **The Ideal Candidate**

- Working towards an undergraduate degree or diploma in finance or accounting.
- Motivated self-starter, be able to prioritize work under pressure and show great attention to detail.
- Strong working knowledge of Excel, PowerPoint, CRM, Google Workspace, and is flexible and adaptable to new systems and tools. Experience in Quickbooks would be advantageous.
- Thrives on supporting a wide range of tasks and projects and is able to effectively juggle many activities.

### **What We Offer**

- Access to LinkedIn Learning
- Support with your professional development and learning
- Exposure to networking and events within the non-profit sector
- A collaborative and supportive team environment.
- Opportunity to volunteer and give back to youth and community

### **How to Apply**

Please send your resume and cover letter to [hr@theprepacademy.ca](mailto:hr@theprepacademy.ca) and a brief email that shares professional information about you and why you're interested in working with PREP Academy.

We would like to thank all candidates for expressing interest. Please note only those selected for interviews will be contacted.