



## Finance, HR & IT Student

The Summer Student for the Finance, HR & IT area will be an energetic, organized individual who will assist in administrative activities. This Summer Student will use their business skills to help organize and analyze data.

- Organize and maintain filing system for accounting invoices
- Help the Finance Assistant prepare and analyze transactions
- Prepare business cases for new areas of growth for the centre
- Organize historical data for financial analysis

### Qualifications and Experience:

- Ability to exercise initiative and make decision in accordance with applicable rules, regulations, and policies set by DCC, the City of Winnipeg, and/or Province of Manitoba.
- A background in business specifically Finance & HR
- Ability to work in an office setting with office systems (word processing, spreadsheet, e-mail)
- Must be able to complete a Child Abuse Registry Check
- Eligible to work in Canada.

### To Apply:

We are inviting interested people to apply before April 5, 2024. Please e-mail to [hr@dakotacc.com](mailto:hr@dakotacc.com) or drop off a resume at the front desk at 1188 Dakota with a short cover letter.