



Summer Accounting Coordinator (Intern)

Job Description

As Canada's leading STEAM and Entrepreneurship program for high school students, Shad Canada is looking for an **Accounting Coordinator Intern** to support the Finance Team during the May to August 2025 period under the Canada Summer Jobs program. Based in Waterloo, you will contribute directly to the general ledger, accounts payable and accounts receivable functions as they relate to recording expense transactions for Shad's many campus locations across Canada. The ideal candidate is a self-starter who takes ownership of their projects and values collaborating to work efficiently and effectively through an active accounting period.

About Us

Shad is a STEAM and entrepreneurship program for students in grades 10 and 11. During the immersive month-long July program, students live on campus and participate in a real-world design challenge that prepares them to take on social and economic challenges. Shad's program is transformational and life-changing, and many participants go on to innovate and start their own businesses. Shad has been running since 1980 and has more than 25,000 alumni.

About You

As a summer student, this intern role requires someone who is a Problem-Solver, Team Player, and Collaborator. You are super organized and pay attention to details. You are resourceful when you don't have the answers at your fingertips. You have experience using technology that helps people submit accurate and timely accounting information for processing campus program spending activity.

About the Role

Supporting the Finance group, you will be involved in:

Accounting and Campus Team Member Onboarding

- Vet campus team member applicants
- Collect, interpret, organize and combine accounting/human resource data from different sources
- Organize and record campus team payments into the general ledger for July and August payments
- Collate and reconcile credit card spending using ExpensePoint, an online automated expense management system and NextLogic, a commercial corporate credit card platform



- Liaise with campus Program Directors/Managers/Finance Coordinators at 24 university Shad campuses across Canada
- Complete other tasks as assigned which could be related to other areas of the Shad team including National Programs or Marketing and Recruitment.

This is an opportunity to:

- Work full-time for 16 weeks
- Further develop your organization skills and critical thinking as it relates to capturing information used for data analytics and accounting entry and analysis
- Learn about and contribute to the summer campus team member onboarding cycle linking third-party programs, Retool, Salesforce, ExpensePoint, NextLogic and HUMI
- Expand your experience working with accounting tools including how the accounts payable subledger integrates with the general ledger
- Enhance your comprehension of credit card spending and reconciliation to the general ledger using a third-party program

Things You Bring

- Comfort with handling and analyzing data including organizing information and data entry – Sage Accounting, ExpensePoint Expense Management Software, HUMI Document Management System, Retool, NextLogic
- Experience using Microsoft Excel, Google Sheets, and CSV files
- Experience using spreadsheets
- Experience administering or using a platform such as Google G Suite or Microsoft365
- Eye for consistency
- Producing work with a high level of accuracy
- Clear and concise communication

This role is 37.5 hours per week and is available May 5 through August 22, 2025 in our Waterloo office. Remote work is not an option.





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This job is funded by the Canada Summer Jobs program. To be eligible, youth must:

- be between 15 and 30 years of age at the beginning of the employment period
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Shad Canada values the diverse and intersecting identities of its participants and team members. We believe that equity and diversity is an integral part of the Shad community and are committed to accessibility for all. We look for applicants who embrace our values of equity, anti-racism and inclusion. As such, we encourage applications from candidates who have been historically disadvantaged and marginalized, including applicants who identify as First Nations, Métis and/or Inuit/Inuk, Black, racialized, a person with a disability, women and/or 2SLGBTQ+. All qualified candidates are encouraged to apply.

Interested applicants should apply to hr@shad.ca by **Thursday, April 10, 2025**. Please include a cover letter along with your CV explaining why this position is of interest to you.

We thank all applicants but only those selected for an interview will be contacted.

