



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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# Job Board Posting



Careers.Indigenous.Link

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## Student Co-op: Finance

**Job ID** 21-968-STU-FIN-02-3519  
**Web Address** <https://careers.indigenous.link/viewjob?jobname=21-968-STU-FIN-02-3519>  
**Company** CSIS  
**Location** Ottawa, Ontario  
**Date Posted** From: 2020-07-08 To: 2050-01-01

### Description

Closing Date 2020-08-05  
Reference Number 21-968-STU-FIN-02

Job Category Co-op  
Internship Program  
Student Job  
Who Can Apply Canadian Citizens

Location Ottawa, Ontario  
Edmonton, Alberta  
Toronto, Ontario  
Salary Range Hourly Salary  
Status Term - 4 to 16 months  
Language Requirement Various

### Job Summary

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.

### Education

Undergraduate Degree Programs including but not limited to:

- Accounting
- Finance
- Business Administration
- Commerce
- Economics

#### Experience

Candidates with experience with the following is preferable:

- 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.

#### Competencies

Program Specific:

- Dependability/Reliability
- Ability to Learn
- Respect

Job Specific:

- Judgement
- Client Service
- Initiative
- Rigor
- Assertiveness

#### Conditions of Employment

Applicants must be recognized as having student status during their placement. Priority consideration will be given to those enrolled in an accredited co-op/internship program.

#### Notes

Applicants MUST include the following information in their cover letter:

- Location: Which region you are applying for Please note you can only select one (1).
- Travel costs benefits may apply. Further information will be disclosed during the interview process.
- The majority of opportunities are in Ottawa. Some are available in our regional offices (see location above).

- Position: Which job category you are applying for: co-op placement, internship or student job

- Availability: What is the length of your term (4, 8, 12 or 16 months)

- Studies: What is your current year of study and your expected graduation date

Tips for your Cover Letter and Resume:

- Tell us your story: why do you want to work for CSIS
- Work objectives.
- Technical abilities (where applicable).
- Volunteer or work Experience (where applicable).
- Projects (where applicable).

Failure to provide complete information may result in the rejection of your application. Various language requirements include:

- English Essential (EE/AE)
- Bilingual Imperative (BBB/BBB)

Second language evaluation tests might be administered. At CSIS, we are not looking to simply fill student placement positions every four months. Our program is designed to identify and develop potential full-time employees.

## Reference Links

### Security Requirements

Candidates must be eligible to receive an Enhanced Top Secret security clearance. The process involves a security interview, a polygraph, and a background investigation that includes credit and financial verifications. The use of illegal drugs is a criminal offense. Drug use is an important factor considered in your reliability and suitability assessment during the selection process. Therefore it is important not to use any illegal drugs from the time you submit your application.

### Others

For more information, visit [CSIS for Student Co-op: Finance](#)