

## Position Profile

### Financial Analyst (Student)

Calgary or Edmonton, Alberta

### The Opportunity

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**Are you a team-orientated individual, do you enjoy a supporting role where you are depended upon for timeliness and accuracy? In this role, you will report to the Controller and be a key member of the Finance team.** As a team player, you will be a person who contributes to the building of a positive and energetic team environment. You will be responsible for providing support for key accounting functions to the Invest Alberta Corporation (IAC).

#### Primary duties will include:

- **General accounting duties:**
  - Manage accounts payable, accounts receivable, and journal entries.
  - Code and process travel expense claims in the financial software.
  - Assist with monthly and quarterly financial reconciliations.
- **Financial reporting and analysis:**
  - Support various financial reporting analysis for management.
- **Education and training:**
  - Assist in developing and delivering workshops for the Invest Alberta team to promote strong fiscal stewardship.
- **Process improvement:**
  - Identify ways to improve processes and systems.
- **Projects:**
  - Assist with finance process improvement projects and software implementation projects.
- **Other duties:**
  - Perform additional tasks as required

### Qualifications

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Ideally, you will be a business student with a finance, accounting, or general business major, and at least second year standing in your program. Your past work experience will demonstrate your proficiency and ability in Microsoft 365 (including SharePoint, Excel, Word, etc.). You will also have strong attention to detail and organization skills, excellent analytical and problem-solving skills, and familiarity working with financial models and complex formulas. The ability to prioritize various tasks and meet deadlines is essential, and strong interpersonal skills and professional business writing skills are required.

In addition to the above, you must be able to provide proof of enrollment at a post-secondary institution to qualify for this work term.

## About the Organization

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Invest Alberta Corporation works directly with investors to attract high-value and high-impact investments to the province. We bring industry, government partners, and economic organizations together to offer seamless services that make it easy for investment to flow into the province. With a strong entrepreneurial culture, we are taking new and innovative approaches to investment attraction.

Our clients come from a wide variety of backgrounds, and so do we. Invest Alberta Corporation is proud to be an equal opportunity workplace. In recruiting for our team, we welcome the unique contributions that you can bring in terms of your education, culture, gender, race, sexual orientation, religious or ethnic backgrounds or physical abilities.

## How to Apply

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Interested in being a part of a new, dynamic organization that was designed to have a positive impact on Alberta's future? If you are looking for an exciting and unique opportunity, to make a difference, and make connections, apply by email, including a cover letter, resume, and salary expectations to: [hr@investalberta.ca](mailto:hr@investalberta.ca)

**Closing Date: Open until suitable candidate found.**

Anticipated Start Date: Sept 1, 2025. This is an 8-month term

Thank you for your interest in IAC.

Only those candidates selected for interviews will be contacted. No phone calls please.

To learn more about IAC & this position please visit: [investalberta.ca](http://investalberta.ca)