



To glorify God by making disciples everywhere by proclaiming and practising the gospel of Jesus Christ in the power of the Holy Spirit.

POSITION: Co-op Student – Finance Projects and Decision Support

HOURS: Full-time (35 Hours / Week) for 8 weeks, potentially up to 12 weeks

START DATE: Immediately

This will be a hybrid or in-person role.

Reporting to Sr. Manager of Finance, the successful candidate will focus on serving our ministry areas, by supporting the financial systems replacement project team.

CORE ACCOUNTABILITIES

- **Data Migration** – As part of the GL replacement project, assist with data migration. Proficient with Excel, and able to learn the advanced features.
- **System Migration Testing** – As part of the CRM/GL replacement project, test new environment for accuracy and completeness.
- **System Setup** – Create and validate system profiles.
- **Reporting** - Develop Financial Reports using Power BI and Excel.
- **Decision Support Projects** – Complete financial & data analysis, research integrated solutions.
- **Research** - Conduct research on potential integrated software solutions, such as budget or expense reporting tools.

REQUIRED SKILLS

- Proven ability to work with Excel and manage large data sets.
- Strong inter-personal skills, with a proven ability to work with both financial and non-financial individuals with various areas of specialty.
- Strong communication skills in various forms (face to face & virtual), ability to develop financial analysis which provides understanding of the underlying issues.
- Results and resolution focused, with a proven ability to find solutions to complex issues.

EXPERIENCE & QUALIFICATIONS

- Pursuing a Business degree & Accounting Designation/MBA
- Previous experience in a business context an asset
- Previous experience with Power BI or MS Dynamics an asset

As an employer, we are a special interest organization that serves people of a specific religious community. Therefore, a strong commitment to Christian faith and service is required.

PAOC is a Christian organization that engages in Christian ministries, serving the Christian community. This position is an important role in carrying out PAOC's mission and it is critical that your beliefs and conduct are consistent with the beliefs and conduct standards of PAOC. Therefore, it is a requirement of this position that your beliefs and conduct adhere to PAOC's Mission Statement, Core Values, General Constitution and By-Laws, the Statement of Fundamental and Essential Truths, and any other document that may be established by PAOC regarding standards of conduct.

The PAOC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

www.paoc.org
2450 Milltower Court
Mississauga, ON
L5N 5Z6



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RESUMES MAY BE SUBMITTED BY:

EMAIL : sharon.morgan@paoc.org

MAIL

The Pentecostal Assemblies of Canada
Attention: Sharon Morgan
2450 Milltower Court
Mississauga, ON L5N 5Z6

Only those applicants whose skills and experience best align with the job description and position will be contacted.

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