



## Canada SOS: Students Offering Support

**\*\*\* ALL APPLICATIONS MUST SEND A COVER LETTER ALONGSIDE A RESUME TO [HR@STUDENTSOFFERINGSUPPORT.ORG](mailto:HR@STUDENTSOFFERINGSUPPORT.ORG)**

**THE COVER LETTER MUST EXPLAIN YOUR FIT WITH THE SPECIFIC ROLE POSTED\*\*\***

Students Offering Support is offering a volunteer position to assist in the accounting and administrative operations of a charity empowering young changemakers around the world.

It is an ideal opportunity for a recent graduate or early career professional, wanting to gain hands-on experience in accounting and looking for opportunities to challenge themselves and play an important role within a small charity. This role offers a supportive learning environment and the opportunity to play a leadership role as part of a small team making a significant social impact.

The volunteer will help SOS' Head Office manage accounting activities (e.g., monthly reconciliations, annual audit preparation), as well as supporting training activities and financial administration of SOS' campus-based, student-run chapters.

### **This role is for you if:**

- You like to work in a fast-paced and high-energy environment that thrives on the initiative, collaboration, learning, and creativity.
- You have a strong background in accounting and are ready to roll up your sleeves to help with other activities required by the organization.
- You are familiar with Quickbooks Online.
- You are a good communicator and enthusiastic about teaching others about accounting and financial management.



- You're comfortable collaborating virtually, through the use of video conferencing, Slack, etc.
- You want to be part of a team that is making a positive social impact through supporting youth empowerment and education.
- You are double vaccinated and available to participate in occasional in-person activities.
- You are proficient with MS Office and G-Suite, with strong knowledge of Excel.

### **Responsibilities of the position include**

- Coordinating training activities (eg. hosting virtual calls, preparing training videos, attending on-campus events, etc) to support campus-based, student volunteers with learning their roles.
- Coordinating ongoing communications with SOS' Chapters finance volunteers.
- Liaise with other SOS departments in relation to invoices/payments.
- Support processing online payments.
- Conducting a review of SOS Chapters' monthly reconciliations.
- Assisting preparations for SOS' Head Office's monthly reconciliations, receipt reviews, annual financial audit, and budgeting processes.
- Assisting additional administrative activities of SOS where required and collaborating with the SOS team on additional special projects.
- Assisting with the management of SOS Quickbooks Online.

The candidate's work can be primarily conducted remotely, though occasional in-person activities will be required.

The weekly schedule will be between 7 to 10 hours per week, primarily taking place Monday to Friday. The exact weekly schedule will be developed to suit the chosen candidate's availability.



Volunteering length: 3 months

Application deadline: 2022-11-07

Expected start date: 2021-11-14

Job Types: Volunteer

#### Benefits:

- Flexible schedule
- Work from home
- Work experience

#### Schedule:

- Monday to Friday
- Weekend availability

COVID-19 considerations:

All new employees of SOS will be required to be double vaccinated due to job responsibilities related to in-person activities

Application question(s):

- Have you provided a Cover Letter explaining your fit for this specific position?

#### Experience:

- Accounting: 1 year (required)
- QuickBooks: 1 year (preferred)

#### HOW TO APPLY

Please send your resume and cover letter to [hr@studentsofferingsupport.org](mailto:hr@studentsofferingsupport.org), and address correspondence to "SOS Hiring Committee".

Applications will be reviewed on a rolling basis until a suitable applicant is hired.



SOS is an Equal Opportunity Employer, encouraging applications from individuals of all backgrounds. We strive to create an inclusive, diverse, and just community in all aspects of our daily work and culture.