



*Health Out Loud (HOL) is a socially motivated grassroots movement that was founded as a student group in 2010, expanded into a non-profit organization in 2014, and became a CRA-registered charity in 2015. Through our community, high school and university programs that make health fun, relatable and understandable, we meet participant-identified health priorities for over 2000 participants. Not only do we have a huge track-record of success with innovating health, we also have a close-knit family of supportive friends and mentors. By joining our team, you will be a valued member of HOL; you will not only complete meaningful tasks, but you will also have the opportunity to transform your own ideas into real projects and shape HOL's long-term vision.*

**JOB TITLE: Accounting Intern**

**REPORT TO:** Director of Accounting

**# OF VACANT POSITION(S):** 1

**TIME COMMITMENT:** 5-6 hours/week

**This position is ideal for students from the following programs:**

- Accounting
- Finance and Economics
- Nonprofit management
- Management engineering

**BENEFITS:**

- Leadership experience through providing finance-related support for over 40+ managing team executives, as well as 200+ executives across six high school and university programs
- Real-life experience with maintaining financial records for a multi-thousand-dollar budget using industry-level best standards
- Experience managing large amounts of data from several sources through maintaining and continually improving information systems
- Familiarity with the Canada Revenue Agency's policies for charities
- An energetic, fun, and driven team culture with amazing people
- One-on-one mentorship by professional accountants, plus continuous opportunities to provide feedback and shape your personal Health Out Loud journey
- A safe atmosphere that is inclusive, handles mistakes constructively, and encourages learning
- Working in a flat organizational structure with reduced red-tape
- There will be opportunity to expand the responsibilities of this position, including creating a project from start to finish
- Leadership, project management and standardized accounting procedures training organized by Health Out Loud
- Real-life experience with maintaining financial records for a multi-thousand dollar budget
- A chance to be part of a diverse Toronto community
- Expand and build a strong network of people from nearly every field, and at various stages of life
- Gain in-depth experience in a leadership role, leading a large-scale public health movement that currently reaches 2000+ people across Canada
- Familiarity with the Canada Revenue Agency's policies for charities
- An opportunity to work alongside Health Out Loud's professional advisors, including professors, leading professionals and community workers
- A potential platform from which to explore your own initiatives and entrepreneurial ideas, beyond your specific role
- An opportunity to learn more about the non-profit sector and to increase network ties in this domain



#### **RESPONSIBILITIES:**

- Preparing financial statements for the non-profit branch, including balance sheets and income statements
- Updating the non-profit branch's financial journal
- Maintaining an online database of bank statements, cheque records, donation receipts, reimbursement paperwork and purchasing receipts
- Working alongside the grant writers to ensure funds are properly spent, according to granting organizations/donor guidelines
- Preparing reimbursement payments using Health Out Loud (HOL)'s standardized system, including verifying documentation and requesting disbursements
- Assisting in preparation of quarterly internal audits of financial documents to ensure accountability and accurate reporting of financial statuses to the Canada Revenue Agency (CRA), donors, granting organizations and Board of Directors
- Ensuring Health Out Loud is abiding by the CRA's policies for registered charities
- Using industry best practices, collaborate on new financial policies and procedures that will be used by different HOL branches across the province
- Attending bi-weekly sub-committee meetings as required
- Act as an ambassador and promote Health Out Loud at networking events, conferences or other external engagements

\* These responsibilities will be completed under the mentorship and supervision of a professional mentor. Students will be given more autonomy according to their comfort level and performance. We encourage all of our students to take on leadership roles, pitch ideas, and pursue personal projects.

#### **QUALIFICATIONS:**

- Leadership experience in the non-profit sector, other organizations or student groups
- Pursuing a diploma/degree in an accounting/finance related field
- Proficient knowledge in Microsoft Office Suite (Excel, PowerPoint, Word)
- Strong interpersonal, time-management and organizational skills
- Flexibility and adaptability in an environment with shifting priorities and deadlines
- Comfortable working in both a team oriented and independent manner simultaneously
- Willingness to listen and apply constructive approaches in a team setting
- Strong oral and written communication skills
- Excellent judgment and analytic abilities, including the capacity to assess situations, draw appropriate conclusions and make sound decisions
- Experience with professional accounting software such as QuickBooks and Simply Accounting is an asset
- Experience in finance within other charities or non-profits is an asset

*We're always interested in taking in creative, open-minded, and energetic people who can help us empower our community. We have built a wonderful team of people and a great place to work, too!*

*If you are interested in this position, please visit <http://healthoutloud.org/get-involved-2/join-hol/> and fill out the application online.*

*If we are not recruiting at the moment, please direct your interest to [info@healthoutloud.org](mailto:info@healthoutloud.org)*