

## Job Opportunity: Summer Students

### The Organization

The **BC Council of Forest Industries (COFI)** is a trade association representing the majority of the forest manufacturers in British Columbia. Our members are leaders in the global forest products industry, helping to drive the economy of the province and the communities in which they operate.

COFI advocates for the interests of its members and works with all levels of government to promote a healthy, diversified, sustainable forest industry. It works to ensure policies and regulations are effective and help to maintain forest sector competitiveness in the global marketplace while ensuring the highest environmental standards

For more information about COFI, please visit [www.cofi.org](http://www.cofi.org).

### Job Description

COFI is seeking a **summer student analyst** to join our team based in our Vancouver office. They will work closely with members of COFI's finance team and collaborate with member companies and government. The successful candidate(s) should have the ability to identify areas for process improvements, take assignment descriptions and complete it with their own ideas for input, and come up with models based on end user requirements with minimal direction. The position reports directly to the Director of Finance.

Responsibilities will include:

- Responding to information requests by searching accounting systems and databases and compiling it into an easily understandable format for non-financial users.
- Creating spreadsheets and ad hoc reports.
- Identifying better ways to collect information from member companies.
- Working with banks to increase automation between online systems and accounting systems.
- Help generate monthly and quarterly reports.
- Identify end user requirements to create better and faster information dissemination

## **Qualifications and Competencies**

- Undergraduate degree in Accounting, Finance or Commerce.
- Advanced knowledge of Excel, particularly with reference to working with Pivot Tables, and larger scale accounting systems, with projecting accounting functionality. Experience with Great Plains would be an asset.
- Good written and oral communication skills.
- Outstanding work ethic, strong initiative and ability to work unsupervised and independently.

To apply for this position, please reference position title in subject line and submit a cover letter and resume to [applications@cofi.org](mailto:applications@cofi.org). We thank all applicants in advance for their interest; however, only those candidates selected for an interview will be contacted.

The BC Council of Forest Industries is an equal opportunity employer and provides employment accommodation in accordance with the British Columbia Human Rights Code.