

Job Description: Executive Assistant for Financial and Accounting Control

The John Molson MBA International Case Competition is a prestigious event organized by a team of MBA candidates from the John Molson School of Business at Concordia University in Montreal, Canada. As the largest international case competition of its kind, it attracts top MBA business schools worldwide. This role is a part of an experiential learning course awarding 3 credits to JMSB MBA students and a paid Teacher Assistant role offered to JMSB Students.

Overall Purpose of this Position:

The Executive Assistant for Financial and Accounting Control is responsible for managing expenses, university registration fees, and incoming sponsorship funds for the John Molson MBA International Case Competition (ICC). This role entails close collaboration with the organizing team, understanding expense requirements, and maintaining accurate records in the Unity System alongside the Logistics, Budget & Technology Organizer. Serving as the primary liaison with the MBA Department, Financial Services, and the organizing team, responsibilities encompass purchase requisitions, timely vendor payments, and reconciliation of accounts. The Executive Assistant ensures expenses align with university policies and event requirements, facilitating seamless coordination with relevant departments and teams.

Reporting Relationship:

The Executive Assistant reports to the ICC Academic Advisor and collaborates closely with the Advisory Board, the organizing team, and the MBA Department.

Accountability:

The Executive Assistant is accountable for ensuring payment requisitions are reviewed, approved, and processed in accordance with university policies. They work closely with the organizing team, the MBA Department, John Molson School of Business (JMSB), and the University to ensure expenses align with university policies and guidelines, and to provide prompt support throughout the event. Timely payments to vendors and

ensuring incoming funds are directed to ICC are crucial for the success of the competition.

Position Scope:

The Executive Assistant must regularly present progress reports to the Organizing Team during Advisory Board Meetings. The presentations are prepared with extensive coaching and input from the Academic Advisor. Acting as a bridge between the Advisory Board and the Team, the Academic Advisor facilitates alignment among five Organizers and four Executives selected from the MBA program.

Major Responsibilities:

- Handle all accounts and payments, including processing purchase orders and procurement requests.
- Reconcile accounts receivable and payables, manage banking transactions, and control on-site expenses during the competition.
- Prepare statements, reconcile credit card charges and expense accounts, and provide comprehensive reporting on the competition.
- Ensure compliance with university policies and handbooks related to the event, and maintain fiscal prudence.
- Learn the University's Unity system, obtain access to the System, and create expense reports.
- Routinely access the MBA ICC Unity report, reconcile expenses and incoming funds, and resolve erroneous entries.
- Assist the Budget Organizer and other team members with procurement of goods and services.
- Provide support to logistics, teams, and budget-related members to ensure successful event execution.
- Ensure physical cheque payment deposits to financial services and create payment processing requests for professional services during the event.
- Facilitate coordination with the University to ensure contract approval and finalization in a timely manner.

Skills and Assets:

Required:

- Strong written and verbal communication skills.
- Effective time-management abilities.
- Leadership skills and a proactive approach.
- High standards and receptiveness to constructive criticism.
- Detail-oriented with problem-solving skills.

Assets:

- Experience in the compliance/assurance field.
- Familiarity with SAP FICO.
- Experience in Canadian work culture.

Learning Outcomes:

By assuming the role of Executive Assistant for Financial and Accounting Control, the student will:

- Improve written and verbal communication skills.
- Strengthen time-management abilities.
- Develop leadership skills and a proactive approach.
- Cultivate high standards and receptiveness to constructive criticism.
- Enhance problem-solving and detail-oriented capabilities.
- Gain experience in compliance and assurance fields.
- Familiarize yourself with SAP FICO and Canadian work culture.