**Job Description:**

Staff Accountant (Co-Op / Internship)  
   
Summary:  
   
Reporting to the WAM Director, this co-op / internship role will be responsible for the monthly production of financial results focusing on the Retirement Plan Services and John Hancock Investments business units from the US Division and select WAM legal entities from the Canadian Division.  The role is focused on deliverables related to the monthly close and financial reporting, primarily focusing on journal entries, account reconciliations and trend analysis.   
   
Responsibilities:

* Assist in the preparation of complete and accurate monthly, quarterly and annual financial statements
* Responsible for the completion of select WAM journal entries and associated account reconciliations
* Maintain control documentation and prepare audit requests related to internal and external audit requirements
* Responsible for developing monthly and quarterly income statement and balance sheet trend analysis reports used to complete the income and balance sheet fluctuation analysis
* Build networks and relationships with various groups within WAM to meet or exceed business objectives

Qualifications:

* Pursuit of an undergraduate degree in concentrating in Accounting or Finance
* Prior internship or co-op experience in a finance role preferred
* Proven ability to thrive in a fast paced, high-performing, and collaborative team environment while managing multiple, constantly changing priorities and ad-hoc requests
* Knowledge of general ledger reporting tools and systems
* Extensive experience with MS Excel including Pivot tables, Vlookups and other common finance functions
* Proven self-starter with the ability to work independently with less supervision
* Excels in a team environment interacting with both business and IT colleagues
* Strong interpersonal skills and excellent communication skills both written and verbal

About Manulife/John Hancock  
Manulife Financial Corporation is a leading international financial services group that helps people achieve their dreams and aspirations by putting customers' needs first and providing the right advice and solutions. We operate as John Hancock in the United States and Manulife elsewhere. We provide financial advice, insurance, as well as wealth and asset management solutions for individuals, groups and institutions. At the end of 2016, we had approximately 35,000 employees, 70,000 agents, and thousands of distribution partners, serving more than 22 million customers. As of June 30, 2017, we had over $1 trillion (US$780 billion) in assets under management and administration, and in the previous 12 months we made $26.7 billion in payments to our customers.  
   
Our principal operations are in Asia, Canada and the United States where we have served customers for more than 100 years. With our global headquarters in Toronto, Canada, we trade as 'MFC' on the Toronto, New York, and the Philippine stock exchanges and under '945' in Hong Kong.  
   
John Hancock is committed to supporting a culture of diversity and accessibility across the organization.   It is our priority to remove barriers to provide equal access to employment.  A Human Resources representative will consult with applicants contacted to participate at any stage of the recruitment process who request an accommodation. Information received regarding the accommodation needs of applicants will be addressed confidentially.

**Assignment Requirement**

*compose six (6) questions* that you would like to ask during the interview using following these guidelines.

* Two questions should focus on the co-op position.
* Two questions should be based on what you’ve read in reflection brochures submitted by students who have previously held the position. (Refer to A in the box below.)
* Two questions need to be about the company/organization based on a news article that you’ve read from a reliable source. Be sure to include a link to the on-line source that that you used to develop your questions. (Refer to B in the box below.)

Each question should be followed by a brief statement (minimum of 100 words) as to why you think your questions are interesting and what you are looking to learn by asking the questions.