



Job Description

Position Title:

Finance & Admin Assistant

Reports to:

Manager of Finance and Administration

Term:

Contract Position: May 1 – August 18, 2017 (approx.. 16 weeks)

Organization:

The Winnipeg Folk Festival is the largest and longest running Folk Festival in Canada. With amazing music, a focus on sustainability and a commitment to a fun, caring community, this is a fantastic place to work for the summer. We hire five summer students in different departments to join our year round staff in this fast paced, flexible organization. The right person will gain a wide range of finance, project management, and office management focused skills in the Non-Profit and Arts industries.

Job Summary:

The Finance & Admin Assistant provides support to the Finance and Administration team during the festival season. This includes processing accounts payable and receivable and assisting in the coordination of finance supplies, store inventory, and reconciliations for finance crews of the festival. This position will assist with training of volunteers and with customer service as required.

Qualifications & Assets:

- post secondary education or experience in business and/or accounting
- customer service experience
- familiarity with excel and accounting software
- familiarity with the Winnipeg Folk Festival
- experience in event planning, retail and/or the arts is an asset

Work Schedule:

The hours of work generally fall between 9 am and 5 pm, Monday to Friday, a 35-hour week with an unpaid lunch. There is an ongoing need for schedule flexibility related to evening and weekend events and/or meetings. From June to the Festival date, there is significant evening and weekend work meeting with volunteer crews and assisting with Festival set up.

Remuneration:

\$13.00 per hour