



## Job Description

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### **Position Title:**

Finance & Administration Assistant

### **Reports to:**

Manager of Finance and Administration

### **Term:**

Contract Position: April 23, 2018 – July 27, 2018 (approx. 14 weeks) with flexibility to start earlier with part-time hours if the applicant's schedule allows

### **Job Summary:**

Reporting to the Manager of Finance and Administration, the Finance & Admin Assistant is responsible for processing accounts payable and receivable and assisting in the coordination of finance supplies, store inventory, and reconciliations for the finance crews at the festival. The selected candidate also assists with volunteer training and with customer service as required.

### **Qualifications & Assets:**

- Enrolled in a post-secondary program: Business, Commerce, Accounting or equivalent
- Organized, detail-oriented, with demonstrated attention to accuracy
- Ability to work calmly and efficiently under pressure and with a wide variety of colleagues, customers, suppliers, vendors and volunteers
- Demonstrated project management including ability to prioritize multiple tasks, deadlines and changing priorities
- Excellent communication and customer service experience
- Ability to work independently
- Mature, with sound judgement
- Ability to consistently meet deadlines
- Positive attitude
- Proficiency with Microsoft Office (Excel) required and familiarity with accounting software and inventory management and asset
- Knowledge of the Winnipeg Folk Festival
- Experience in event planning, retail and/or the arts is an asset

**Work Schedule:**

The hours of work are generally 9:00 am to 5:00 pm, Monday to Friday, a 35-hour week with a 1-hour 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. During the Festival, the selected candidate must have the physical and mental capacity to work long hours in an outdoor environment.

To apply for this position please submit a resume and cover letter with Finance Assistant in the subject line to [resume@winnipegfolkfestival.ca](mailto:resume@winnipegfolkfestival.ca) by February 28, 2018.