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**Position Title:** Finance & Administration Coordinator  
**Location:** Winnipeg, MB  
**Term:** Permanent, Full-time

With one of North America's premier outdoor music festivals as its signature event, the Winnipeg Folk Festival is a year-round, not-for-profit arts organization that presents the live music, arts events, and education and outreach programs designed to benefit the community. The 46<sup>th</sup> summer festival will be held July 11-14, 2019.

The Winnipeg Folk Festival is seeking a passionate and motivated team player to provide direct assistance for day-to-day accounting duties and provide administrative and logistical support.

The Finance Coordinator is responsible for the following functions:

- Processing a high volume of accounts payable and accounts receivable
- Preparing bank deposits and monthly bank reconciliations
- Reconciling all in-office ticket sales and incoming transactions
- Supporting year-round artistic initiatives, including artist payroll, float preparation and year-end T4A slips
- Assisting with the preparation of monthly and year-end financial documents and reconciliations
- Supervising all components of the music store during the annual summer festival, including oversight of volunteers and management of merchandise
- Providing exceptional customer service as back-up for the front desk

**Qualifications & Assets:**

- Understanding of bookkeeping processes and procedures
- Proficiency with record-keeping systems including QuickBooks, Excel and POS systems such as Helcim and Telpay, possessing the ability to learn new software systems with ease
- Organized and detail-orientated with a demonstrated attention to accuracy
- Ability to work calmly and efficiently under pressure
- Demonstrated project management including ability to prioritize multiple tasks, deadlines and changing priorities
- Positive attitude and ability to work independently
- Mature with a high sense of confidentiality

Salary is competitive with an excellent benefit plan and flexible team environment.

Please send resume and cover letter by **January 4<sup>th</sup>, 2019** to:  
Shannon Slater, Manager of Finance & Administration  
Email: [sslater@winnipegfolkfestival.ca](mailto:sslater@winnipegfolkfestival.ca)

*We thank all who apply however only those selected for further consideration will be contacted.*