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**Position Title:** Manager, Finance and Administration  
**Term:** Permanent, Full-Time – 35 hours/week

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 outreach programs designed to benefit the community. The 47<sup>th</sup> summer festival will be held July 9-12, 2020.

The Winnipeg Folk Festival is seeking a passionate and motivated team leader to manage its finance and administrative operations.

The Manager of Finance and Administration is responsible for developing and maintaining the administrative and financial records and systems of the Winnipeg Folk Festival, including the following functions:

- Year-round financial duties: payroll, insurance, benefit plans, financial statements, management of accounts receivable and payable, PST/GST returns, government & funder financial reporting, budget planning and preparation, audit preparation, inventory management.
- Production and process management of finance-related aspects of the operation at the Winnipeg Folk Festival including overseeing specific volunteer crews.
- Financial modeling, assessment and business development for new initiatives.
- Relationship & administration management with third-party IT and software providers.

**Qualifications & Assets:**

- Post-secondary education in accounting or minimum 3 years experience in a senior financial position within an organization with similar objectives
- Experience in the financial management of organizations in the not-for-profit sector is desirable
- Ability to use current office technology with knowledge of Sharepoint and Quickbooks
- Excellent administrative and customer relations skills
- Demonstrated ability to work with, inspire and motivate a range of staff and volunteer groups
- Strong leadership and communication skills

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

Please send resume and cover letter by **September 20, 2019** to:  
Lynne Skromeda, Executive Director, Winnipeg Folk Festival  
Email: [lskromeda@winnipegfolkfestival.ca](mailto:lskromeda@winnipegfolkfestival.ca)

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