



Position Title: Manager of 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 Winnipeg Folk Festival is seeking a motivated team leader with a passion for arts & culture to manage its finance and administrative team and operations.

Part of the senior leadership team, 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 of 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 and minimum 3 years' experience in a senior financial position within an organization with similar objectives
- Experience in the financial management in the charitable and not-for-profit sector including government subsidies & assistance programs
- Ability to use current office technology with knowledge of Office 365, Quickbooks and online POS systems
- Excellent analytic and administrative skills
- Strong leadership and communication skills with a demonstrated ability to manage, problem-solve, inspire and motivate staff and volunteer groups

Salary is competitive with an excellent benefit plan and flexible team environment. In accordance with its values, the Winnipeg Folk Festival is committed to an inclusive environment for all staff and will work with any candidates who require accommodation during this confidential process.

Please send resume and cover letter by **March 10, 2021** to:
Lynne Skromeda, Executive Director, Winnipeg Folk Festival
Email: lskromeda@winnipegfolkfestival.ca

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