



ROLE DESCRIPTION

This agreement is designed to create an understanding between Hal-Con and the prospective Board member to ensure no miscommunication. This is not a salaried, or paid position; this is a volunteer role.

Role:	Director of Finance
Reports to:	Board of Directors
Direct reports:	Finance Assistant, Finance volunteers during the convention. External bookkeeper
General description of role:	Oversee the finances of the organization.
Responsibilities include:	<p>Year-round responsibilities</p> <ul style="list-style-type: none"> ● Attendance of monthly evening board meetings ● Attendance of executive meetings and/or committee meetings, as required ● Prepare the draft budget with input from the team leads and board ● Work with members of the board to monitor the budget as revenues and expenses become concrete ● Oversee ticket pricing and allocations of giveaways as part of the budgeting process ● Review all funding applications before submission to ensure they align with the budget and consult with program officers to ensure compliance with funding rules ● Contribute to both short-term and long-term strategic planning ● Oversee accounting records for all transactions as posted by other departments or external bookkeeper ● Track employee(s) vacation time. ● Approve all expenses claim (Chair approves expense claims submitted by the Director of Finance) ● Responsible for monthly financial reporting for the Board ● Responsible for quarterly budget vs. actual financial reporting for the Board ● Monitor cash flow, including investing where appropriate ● Assist guest team with wording of contracts for tax compliance ● Assist sponsor and vendor team and other teams as required with invoicing, payments, collections, and reporting. ● Administer access to QuickBooks and the budget as needed by team leads ● Make decisions regarding capitalization of assets ● Maintain records as required by CRA ● Act as a signing officer on all accounts ● Control near cash items such as gift cards, macpasses, and credit facilities



	<ul style="list-style-type: none"> • Participates in determination of compensation agreements and in hiring paid staff. <p>Before the convention:</p> <ul style="list-style-type: none"> • Oversee procurement and delivery of supplies, including rental items for the event • Co-ordinate cash per diems with guest team for guests and PAs • Schedule staff/volunteers for finance office during the convention, including cashiers for the auction • Prepare payout information, contracts to have onsite, and other related information <p>During the convention:</p> <ul style="list-style-type: none"> • Responsible for calculations of guarantees, and autographs/photographs • Co-ordinate payment of artist stipends and other payments • Maintain control over cash for the event, including ensuring adequate cash is on hand for payment to guests and performers. • Supervise the finance team and all finance related activities. <p>After the convention:</p> <ul style="list-style-type: none"> • Ensure cash is deposited into the bank in a timely fashion • Return rental items • Prepare and file HST return (or ensure done by bookkeeper) • Prepare and file T4s for employees (or ensure done by bookkeeper) • Prepare and file T4As and T4A-NRs for performers (or ensure done by bookkeeper) • Preparation of annual report financials • Preparation of annual tax return
<p>Skills required:</p>	<p>Quickbooks online (preferred), communication skills, interpersonal skills, financial acumen, strength of conviction, able to work under pressure, understand and explain complex accounting to the Board and committee.</p> <p>Professional accounting designation required, (CPA students nearing completion of the program will be considered).</p> <p>Must be familiar with preparation of HST, payroll, and NPO tax returns.</p>
<p>Description last updated:</p>	<p>July 31, 2018</p>

Please send your resume and cover letter outlining your qualifications to: nola@hal-con.com. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.