



### ROLE DESCRIPTION

This is a volunteer position with a fun team to help put on the best sci-fi convention on this side of Gallifrey! Reporting to the Director of Finance, this position will provide on-the-ground support for the Finance team during the convention, as well as behind-the-scenes support for finance during the year, where you will get to see the inner workings of how it all comes together.

Role:	Finance Assistant
Reports to:	Director of Finance
General description of role:	Supporting and helping the Director of Finance
Responsibilities include:	<p>Before/After the convention:</p> <ul style="list-style-type: none"> <li>● Assist with the supplies order including assisting with the list, procurement, and organization of the supplies</li> <li>● Data entry as required</li> <li>● Input budget data into QuickBooks Online</li> <li>● Assist sponsor and vendor team and other teams as required with invoicing, payments, collections, and reporting.</li> <li>● Assist with delivery of accounting documents to the external bookkeeper for processing</li> <li>● Assist with record keeping, such as applying payments received by email transfer, updating addresses for refunds etc.</li> <li>● Assist with tracking vacation time etc. as required by the Director of Finance.</li> <li>● Run reports as requested by the Director of Finance</li> <li>● Respond to routine correspondence</li> </ul> <p>During the convention:</p> <ul style="list-style-type: none"> <li>● Supporting the Director of Finance</li> <li>● Counting and monitoring cash flow</li> <li>● In control of the finance room when the Finance Director isn't available</li> <li>● Organize supplies for multiple divisions relating to the conference (stationary, etc.)</li> <li>● Verifying guests' sales</li> <li>● Assisting with supervising finance office volunteers</li> </ul>
Skills required:	Quickbooks Online, Excel, Google docs, financial acumen, knowledge of tax filings (HST and payroll remittance), strong organizational skills, bookkeeping.
Description last updated:	September 25, 2018

This is a great opportunity to gain some incredible experience, and to be part of an amazing convention. To apply, please email your resume [tjewer@hal-con.com](mailto:tjewer@hal-con.com) with a quick note on why you'd like to join the team!