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Come join our amazing team! Get a peek behind the curtain!

Hal-Con is a sci-fi, fantasy and gaming convention run completely by dedicated volunteers. We are community focused geeks, hosting Atlantic Canada's biggest fan convention.

We are currently recruiting our next Director of Finance and Treasurer for our board of directors.

What you'll do:

Year-round responsibilities:

- Lead the annual budgeting process
- Review all funding applications
- Contribute to both short-term and long-term strategic planning
- Financial reporting to the board of directors at monthly board meetings
- Monitor cash flow, including investing where appropriate
- Act as a signing officer on all bank accounts
- Manage Internal Controls

During the convention:

- Responsible for calculations of guarantees, and autographs/photographs
- Run the finance room, overseeing all finance related activities

After the convention:

- Responsible for all government tax filings
- Preparation of annual report financials

What skills and experience we're looking for:

- Be a nerd (geeks may also apply) who enjoys making things happen for Eastern Canada's biggest fandom convention
- Quickbooks online (preferred)
- Excellent written and verbal communication skills
- Interpersonal skills and financial acumen
- Understand and explain financial concepts to the Board and committee.

The Hal-Con Board of Directors are the central force of the event, working together to create the best possible convention for geeks and fans. You will be the resident financial expert for the organization. A professional accounting designation (CPA) or in progress is preferred, but all candidates with experience working in finance or accounting will be considered.

The current Director of Finance will be staying with the convention until after the 2022 event, to train and guide the new Director of Finance. The successful candidate will start shadowing the existing Director as soon as possible, taking over accountability after the 2022 convention (to plan and lead the finance function for the 2023 convention).

To apply, please send your CV to finance@hal-con.com.

