

ROLE DESCRIPTION

All committee and board members of Hal-Con are volunteers; while there are perks, this is an unpaid position. This role description is designed to create an understanding between Hal-Con and the prospective volunteer staff to ensure no miscommunication.

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"> ● Data entry as required ● Assist sponsor and vendor team and other teams as required with invoicing, payments, collections, and reporting. ● Assist with record keeping, such as: <ul style="list-style-type: none"> ○ applying payments received by e-transfer ○ updating addresses for refunds ○ uploading & coding receipts into Dext ● Run reports as requested by the Director of Finance ● Respond to routine correspondence <p>During the convention:</p> <ul style="list-style-type: none"> ● Supporting the Director of Finance ● Counting and distributing cash flow and ticket sales ● In control of the finance room when the Finance Director isn't available ● Verifying guests sales ● Working together with guest team ● Assisting and coordinating with other board, committee members and volunteers requiring assistance. ● Assisting with supervising finance office volunteers
Skills and other details:	<ul style="list-style-type: none"> ● High attention to detail and financial acumen is required for the role. ● The following experience would be considered assets: <ul style="list-style-type: none"> ○ Quickbooks Online ○ The Google platform primarily Google sheets & docs ○ Strong organizational skills ○ Bookkeeping
Eligibility requirements:	<ul style="list-style-type: none"> ● Must sign a non-disclosure agreement



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If you're interested in applying for this post, please email recruiting@hal-con.com with your interest and qualifications, explaining why you feel you'd be a great person for this position. If you're excited for this opportunity, apply as soon as possible. Only those considered for the position will be contacted.