

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:	Before/After the convention: • 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: - o applying payments received by e-transfer - o updating addresses for refunds - o uploading & coding receipts into Dext • Run reports as requested by the Director of Finance • Respond to routine correspondence During the convention: • 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:	• High attention to detail and financial acumen is required for the role. • The following experience would be considered assets: - o Quickbooks Online - o The Google platform primarily Google sheets & docs - o Strong organizational skills - o Bookkeeping
Eligibility requirements:	• 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.