

Director of Finance

The Director of Finance is responsible for overseeing all HRSA financial matters, including budgeting for each event, preparing financial statements, and maintaining withdrawals and deposits for the bank account throughout the year. You will provide reimbursements to HRSA members for their financial contributions, allocate appropriate budgets, and generate fundraising ideas to maintain consistent cash flows. You must monitor the cash flow and make adjustments to the financial statements to ensure sufficient funds are available to meet all HRSA objectives.

Your term will last from May 2017 - April 2018.

Your Role Includes:

- Recording all expenses and revenues in Excel in an organized manner for pillar events, workshops, and other activities
- Preparing and analyzing financial statements (income statement and cash flow) and annual reports for all events and activities by consistently updating based on club activities
- Creating budgets and allocating funds to ensure HRSA events run smoothly and successfully
- Comparing budgeted amounts to actual amounts after each event, and preparing summaries of the event accordingly
- Generating and monitoring fundraising activities for HRSA to maintain consistent income over the year
- Ensuring all funds are accounted for and administered properly
- Upon the receipt of funds, immediately depositing an appropriate amount in HRSA's bank account
- Monitoring cash flows in and out of HRSA's bank account as well as maintain a tracking sheet for the cash box
- Presenting budget plans to SEO including rationale of expenditures to request funding (including cost and revenue per person calculations, etc.)
- Working closely with Director of Corporate Relations to outline sponsorship goals and Project Managers to set appropriate budgets for club events
- Meeting with respective Organizing Committee Coordinators or Project Manager bi-weekly to guide and monitor progress
- Being an HRSA ambassador and promoting HRSA in a responsible and professional manner

You're Great At:

- Professional written and verbal communication to increase rapport between stakeholders and HRSA
- Organizational and time management to mitigate processing delays
- Microsoft Office, especially Excel
- Analyzing and building rationale
- Maintaining financial records and preparing financial statements
- Attention to detail and problem solving skills



DIRECTOR OF FINANCE APPLICATION

- Quantitative analytical abilities
- Taking initiative to complete tasks in independent and team environments
- Having cash handling experience in retail or banking environment
- Good presentation skills

Bonus Points:

- Previous experience in event budgeting
- Previous experience in event planning
- Interest in human resources
- A large and strong network of industry professionals
- Engagement in the Beedie community