



Kingston Finance Manager

DESCRIPTION

Reporting to the Regional Director of Kingston, the Kingston Finance Manager is responsible for budget management, collection of receipts, arrangement of reimbursements, depositing of funds, and other finance related tasks. The Kingston Finance Manager will seek to ensure that all members of the Kingston region understand and follow financial policies. Through this position, the candidate will truly be able to help the greater community while gaining knowledge about youth homelessness and skills in event coordination, leadership, and volunteer organization.

RESPONSIBILITIES

- Attend regular meetings
- Responsible for financial management of the Kingston region including creation and managing of a yearly budget and
- Responsible for organization of budget and funds
- Responsible for managing funds at all events, including collaborating with the event organizer creating an event budget, tracking receipts, and sponsorships.
- Effectively collaborate with various members of the Trek for Teens team

QUALIFICATIONS

- Good organizational skills
- Skilled with handling money and balancing budgets
- Prior experience an asset

APPLY NOW

Send your **resume** and **cover letter** to our Director of Human Resources.

SUBJECT LINE

Application: {{Position Title}} - Firstname Lastname

EMAIL hr@trekforteens.com