Kingston Finance Manager

ABOUT TREK FOR TEENS

The Trek for Teens Foundation is an entirely youth-led and volunteer-run charity that focuses on raising funds and awareness for youth experiencing homelessness in Canada. We strongly believe in youth helping youth, and therefore our team is primarily made up of post-secondary students and young professionals across multiple cities in Ontario and Quebec. We strive to ensure our team member's personal growth is aligned to their work at the charity, and that they are able to develop professionally through our organization.

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 yearly budget
- Responsible for organization of budget, funds, and reimbursements
- Responsible for managing funds at all events, including collaborating with the event organizer to create an event budget, tracking receipts and sponsorships.
- Effectively collaborate with various members of the Trek for Teens team

QUALIFICATIONS

- Strong organizational skills
- Experience with event-planning and working on a team
- Experience creating budget proposals and tracking finances an asset

COMMITMENT

We expect a minimum commitment to this position for one year. However, our members often choose to remain in their position beyond their expected commitment, or transition to positions beyond their current role.

The expected weekly time commitment is 3-5 hours. This is a remote role, with occasional in-person engagement.

TREK FOR TEENS
FOUNDATION

KINGSTON FINANCE MANAGER
JANUARY 2025

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

Applications to this position will be considered on a rolling basis. We will be in touch within a few days regarding an interview opportunity.