

<b>Position:</b>	Financial Manager
<b>Level of Expertise:</b>	Financial: Beginner to Intermediate
<b>Time Commitment:</b>	4-8 hours per month
<b>Duties:</b>	<p>This role is a two-year commitment and a critical part of the Finance Portfolio succession plan.</p> <p>It is ideal for those who aspire to join IABC/Calgary's Board of Directors and build their business finance expertise.</p> <p>The Manager role includes:</p> <ul style="list-style-type: none"> <li>• Becoming the board's liaison with the chapter's bookkeeper service to ensure bookkeeping support is accurate, effective and timely.</li> <li>• Taking ownership of and coaching others in the expenses submission process.</li> <li>• Integrating with the PD team as the Finance representative- reviewing budgets, determining break-even attendance numbers and providing financial guidance to make events profitable.</li> <li>• Continuously improving current processes and services.</li> <li>• Counseling Executives on financial practices and decisions.</li> <li>• Participating in the financial stewardship discussion at board meetings.</li> <li>• Supporting monthly, mid-year and annual financial reporting to membership.</li> <li>• Supporting the end-of-year audit</li> </ul>
<b>Requirements:</b>	<ul style="list-style-type: none"> <li>• Must not have been a member of the Board nor held any responsibility for the processing of transactions or budgeting for the <b>2021-2022</b> board year</li> <li>• Previous IABC/Calgary Board experience considered an asset</li> <li>• Current IABC/Calgary volunteer status considered an asset</li> </ul>
<b>Reporting to:</b>	Dennise Yambao, Director of Finance