

Enactus SFU 2017-2018

Soap for Hope – Finance Manager

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HOPE



Position Overview:

As the **Finance Manager** of Soap for Hope, you will play an integral role in managing all financial transactions that are related to Soap for Hope's operations. This position will allow you to further develop your accounting and financial management skills by providing you the opportunity to work with real financial statements and manage over \$15,000 in financial assets.

Your term will run from **June 2017 to May 2018.**

Responsibilities:

- Create monthly financial statements that outline all revenues and expenses
- Create monthly payables and receivables spreadsheet to track cash flows
- Review expense claims and file them in an efficient manner
- Work with the production manager to ensure raw materials are acquired in the most cost-efficient method
- Discuss ideas to generate funds through programs, grants and fundraisers
- Safely handle and deposit cash and cheques
- Communicate with the Director of Finance to ensure that all proper protocols are being followed
- Assist with sales functions

Skills:

- Strong commitment in a team environment and is willing to support team members and collaborate ideas
- Strong attention to detail
- Works responsibly with exceptional time and money management skills
- Moderate to high proficiency using Excel and Google Doc spreadsheets
- Able to manage time successfully between various responsibilities within Enactus and other commitments, including school
- Passionate about helping those in need and making a difference in the community

Qualifications:

- Preference to those who have completed BUS 251 and BUS 254
- Ability to adapt quickly and problem solve
- Strong interpersonal and communication skills (written and verbal)
- Exceptional organizational skills and ability to prioritize tasks
- Commitment to fostering a supportive team environment
- Ability to work with people of diverse backgrounds and personalities

If you have any questions about the position, feel free to contact the Program Manager, **Marilyn Yeo** or **Rhythm Tang**, at soapforhope@enactussfu.com.

