

Celtic Colours International Festival

Job Description

**Finance & Administration
Coordinator**

Duties

- Maintains all financial records and handles all financial transactions for the festival.
- Works closely with staff regarding all financial transactions pertinent to their respective roles.
- Reports to the Chief Executive Officer.
- Oversees all aspects of the running of the office and provides administrative support for all staff and the Board of Directors.

Bookkeeping Responsibilities

- Maintains up-to-date computerized bookkeeping system (Sage).
- Provides CEO with budgetary information on request.
- Provides and updates cash flow projections.
- Provide financial reports and monthly income statement, balance sheet.
- Emails financial reports to the Treasurer of the Board and CEO monthly.
- Ensures purchase orders are completed for expenditures.
- Ensures accuracy of purchase orders (POs).
- Posts and creates cheques or electronic payments for all payables.
- Provides signing officers with invoices and POs to match cheques, and electronic payments.
- Administers payroll and deductions and reports and pays all remittances to Revenue Canada.
- Files HST payments/ returns quarterly.
- Administers payment for contract personnel.
- Ensures all contracts are signed and fulfilled before payment.
- Remits HST and payroll deductions.
- Prepares financial statements and forecasts for ACOA application and files financial reports as per funding agreement; submits claims for payments and advises the CEO.
- Prepares financial statements and forecasts for Canadian Heritage application and prepares financial statements, reports as per funding agreement for the CEO/Chair to submit.
- Prepares financial statements and forecasts for the NS Communities, Culture, Tourism, Heritage Operating Grant and financial reports for the CEO/Chair to submit.
- Advises CEO of all receivables.
- Does monthly bank reconciliation and presents to CEO.
- Works with auditors to provide information for our annual audit.
- Prepares SOCAN reports.

- Tracks all merchandise sales and ensures inventory reconciles for year-end.
- Prepares financial transactions, cheques, POs and cash during festival.
- Controls all cash dealing during festival.
- Reconciles ticket sales daily with bank and Box Office, and monthly with statements.
- Maintains inventory of *Celtic Colours Live* and past Celtic Colours compilation CDs.
- Reconciles and does purchase orders for Visa Account.
- Completes T4ANR Slips and a Summary for all international artists and sends copies to artists, as well as to Revenue Canada.
- Prepares T4 and T4A's and files with Revenue Canada.
- Works with auditor to complete yearly audit.

Office Manager Responsibilities

- Answers telephone and transfers calls to appropriate individuals.
- Processes daily incoming and outgoing mail.
- Provides administrative assistance, deals with routine requests, assists in final preparation for mailing out grant applications.
- Updates forms and contracts.
- Maintains current and accurate filing system.
- Maintains records, handles requests, processes paperwork for the festival.
- Ensures Festival database is functional and updated in a timely manner.
- Maintains office equipment and supplies to carry out required tasks.
- Provides general information and a comfortable work environment for term staff.
- Ensures efficient flow of information within the office and to the public, suppliers, sponsors, and funding partners.
- Performs other related duties as required.

Board Liaison

- Provides administrative and logistical assistance to the Board including arranging meetings, catering, and conference calls, maintaining records and communications with Board members and Board Secretary.