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## Job Description: Finance Lead (Member of Executive team)

**Summary:** As part of a high-functioning team, The Finance Lead manages financial planning, budgeting and the processing of revenues and expenditures and serves as the point of contact with the College for the administration and reporting of team finances..

### Major Duties and Responsibilities

1. Working with the Finance Department of Fleming College
  - a. Is the point of contact between the Enactus team and Fleming Finance representative
  - b. Manage the approval and submission of purchase requests and submit to Finance Department of Fleming College
  - c. Track and record all financial transactions
  - d. Prepare financial reports as needed
2. Working with Finance Team
  - a. Coordinate finance activities with other members of the Finance Team.
  - b. Work with the Fundraising Manager to plan Fundraising activities and events throughout the semester
3. Working with Executive Members
  - a. Attend Executive weekly meeting
  - b. Stay current with an update important news from Finance Department of Fleming College and Enactus Canada if any
  - c. Report on team finances
  - d. Conduct budgeting for each project in conjunction with Project Managers and Operations Lead
4. General responsibilities
  - a. Attend General weekly meeting
  - b. Assist the Competition Manager in the planning and budgeting for competitions and travel

### Minimum Qualifications and Skills

- Maintain high familiarity with all current Enactus Fleming projects
- Demonstrated familiarity with financial budgeting and reporting
- Strong MS Excel skills
- Strong time management skills
- Ability to meet deadlines
- Strong teamwork skills
- High level of personal integrity
- Ability to work well with different cultures, personalities and working styles

**Co-Reports:** Faculty Advisor, President and other members of the Executive Team