



## CUC 2019 Finance Manager

The Edmonton Ultimate Players Association is submitting a bid to host the 2019 Canadian Ultimate Championships (CUCs). If the bid is successful, the event will be held in Edmonton, Alberta, from August 11 to 18, 2019. Divisions of competition will include Juniors, Women, Open, Women's Masters and Open Masters.

A successful bid is dependent on recruiting individuals to key positions on the Tournament Organizing Committee. To that end, the CUC Bid Committee is seeking applicants for the role of Finance Manager.

**This is an exciting opportunity to build skills and experience in the areas of budgeting and accounting.**

The Finance Manager will be part of a team of Managers, all of whom will be expected to support each other through the planning and execution of CUC. As part of a unified team, volunteers can expect a positive and collaborative work environment where the time, ideas, and opinions of all contributors are respected.

The Finance Manager will be expected to contribute to the organization of EUPA's 2019 CUC bid proposal. The Finance Manager will be expected to fulfill the following duties and responsibilities if EUPA is selected to host CUCs 2019.

### Job Duties and Responsibilities

- Work closely with other event Managers to prepare and monitor event budget
- Create and maintain system for tracking all income and expenditures
- Issue receipts and invoices
- Set up event bank account
- Meet deadlines for accounting reports and final budgets as outlined by Ultimate Canada

### Time Commitment

Approximately

- 2-4 hours in the month of May 2018 to contribute to the bid proposal
- 3-5 hours per month during the tournament planning stages (Sept. 2018-July 2019)
- 10 hours per week in week preceding tournament
- 1-2 hours per day during tournament
- 10 hours in two weeks following the tournament

### Qualifications

- Demonstrated ability to create and maintain budgets
  - Ability to work as part of a team
  - Excellent time management skills and proven ability to meet deadlines
  - Experience in non-profit accounting is an asset
  - Education and/or experience in financial management
  - Able to be a signatory on a business bank account
- Note:** The successful candidate may be asked to provide a criminal record check.

### Supervision

The Finance Manager will report to the CUC General Manager and Ultimate Canada Event Coordinator.

### Compensation

This is a volunteer position that will be recognized with an honorarium of \$800.

**Application deadline is April 20, 2018.**

Please submit your cover letter and resume to CUC Bid Committee at [cuc@eupa.ca](mailto:cuc@eupa.ca)