



## Canada Finance Officer - Operations Team

### The Role

The Finance Officer is responsible for all financial operations of Robogals North America. The Finance Officer sets the yearly budget of Robogals North America, manages the Robogals North America bank account, and regularly maintains our accounting records. The Finance Officer works directly with the Canada and USA Operations Officers to set policies relating to financial operations, such as accounting, budgeting, and banking. This role reports directly to the Robogals North America REO. The time commitment of this position is estimated to be about 1 - 5 hours per week, for a minimum one-year contract subject to renewal. Applicants can be based anywhere in Canada.

### Responsibilities

- Work with the REO to establish and monitor the yearly budget
- Manage financial tracking and accounting of Canadian regional income and expenditure
- Issue reimbursements to volunteers and tax receipts to sponsors in Canada
- Manage Robogals North America's banking in Canada
  - ◆ Act as a signing authority for the Robogals Canada bank account (alongside the Canada Operations Officer)
- Assist with special projects, which may include:
  - ◆ SINE (annual conference for chapter executives), outreach initiatives, establishing new chapters, creating regional procedures and policies

### Required Skills

- Communication skills (especially over email and video chat)
- Detail-oriented
- Organizational skills
- Strong understanding and passion for Robogals' mission, and an ability to express the aims of the organization with others
- Experience with accounting considered an asset, though not a requirement

### Remuneration

- The ability to have a widespread impact on STEM education for young girls
- Build connections with young leaders from around the world
- Develop strong leadership, communication, and other professional skills

### How to Apply

Please send your resume and cover letter to the Robogals North America Regional Executive Officer at [kate.fenwick@robogals.org](mailto:kate.fenwick@robogals.org)