

# Budget Manager

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## Job Description:

As Budget Manager, you will be in charge of the TEDxUofT 2018 conference budget. Your principal responsibility will be ensuring that the event maintains a balanced budget, and that all finances are tracked and accounted for.

## Essential Duties and Responsibilities:

- Create a budget forecast for the event based on last year's financial information;
- Work closely with the sponsorship managers to monitor the finances and ensure the event stays on track for a balanced budget;
- Keep track of all funds - received, processed and accounted for;
- Maintain knowledge of the conference timeline and payment deadlines;
- Keep the team updated on budget allocations;
- Completion of post-event reports to all sponsors;
- Attend and participate in team meetings.

## Qualifications:

- Good communicator;
- Good teamwork skills;
- Productive and fast worker;
- Previous budget management experience is an asset.

## How to apply:

Please fill out the **TEDxUofT hiring form** [here](#) and email your cover letter and résumé to [applications@tedxuoft.com](mailto:applications@tedxuoft.com) by **June 30th, 2017**. Indicate the role you are applying for in the subject field.