**Vice President of Finance**

**Reports to:** President of Ireland’s Pub 10 and The Wolf’s Kettle, Program Coordinators

**Works closely with:** Ireland’s and TWK Admin Team and Ireland’s and TWK Staff

**Direct reports:** Ireland’s Pub 10 and the Wolf’s Kettle staff

**Job Description:**

The Vice President of Finance maintains the finances of both Ireland’s and The Wolf’s Kettle. The core responsibilities of this role are to publish and maintain financial documents, recommend data-driven financial decisions, and keep both businesses up-to-date on the financial reporting.

**Primary Duties:**

* Oversee Ireland’s Pub 10 and the Wolf’s Kettle finances.
	+ Make deposits at the Office of the Bursar (Sullivan Center) several times a week.
	+ Ensure both businesses have enough cash to operate successfully.
	+ Ensure on time payment of invoices to all vendors.
* Maintain financial documentation for both businesses, including but limited to: financial projections, analyses, and daily financial needs
* Attend weekly admin team meeting, facilitate teamwork and informed decision making.
* Work with the VP of Operations – Ireland’s Pub 10 and VP of Operations – TWK to ensure prompt payment of invoices.
* Be accountable for the successes or failures of the finances for both businesses.
* Measure the success and/or failures of Ireland’s Pub 10 and the Wolf’s Kettle, specifically in regard to financial work.
* Must be able to step into ALL positions of the business if needed.
* It is required that all Loyola Limited staff members document all new processes created to bolster longevity efforts at the enterprise.

**Qualifications:**

* Must be 21 years of age by the date of transition
* Entrepreneurial interest and spirit
* Exceptional interpersonal communication skills, both written and verbal
* Knowledge of business strategy, leadership and management techniques
* Knowledge of finance, accounting, and information systems
* Possess innovative, critical thinking, problem-solving, and analytical skills
* Ability to efficiently manage multiple tasks and contribute in a fast-paced, team-oriented environment
* Proficiency in MS Office Suite and other analysis and presentation channels