

Treasurer – Job Description

Job Purpose	The Treasurer is accountable for the Association's financial management and performance. The Treasurer must routinely report to the Board on the club's financial position in order to guide decision-making, limit financial risk, and maintain member transparency.
Job Responsibilities	<p>The primary tasks of a Treasurer are as follows:</p> <ul style="list-style-type: none"> • Coordinate the preparation of the annual budget for the upcoming year, including a description of prospective income and expenditures, and present it to the board and/or committee for approval. • Maintain financial records, auditors reports, and adequate accounting records in accordance with Alberta Societies Act. • Maintain accurate records of all income and expenses throughout the year. • Manage the Associations's cash flow including issuing receipts, depositing all monies received into the Association's bank account and approving payments promptly. • Prepare and distribute invoices/accounts for services rendered. • Provide monthly, quarterly and annual financial reports at committee and Board meetings to support strategic planning and decision-making. • Submit tax returns and income tax payments for any paid employees as required. • Managing employee payrolls when necessary. • During the AGM, report on the organization's financial activities to the membership. • Serve as signatory for the organization with the Association's bank and cheque accounts, as well as its investment and borrowing facilities (alongside President or Secretary). • Be fully informed about the financial position of the Association at all times. • Prepare financial accounts for an annual audit and provide the auditor with the necessary information. • Accept funds from government grants and provide the relevant financial reports or statements as necessary. • Work with the Secretary to accurately track all membership payments (in the absence of staff).
Appointment & Tenure	The treasurer is appointed for a period of 2 years with the option to stand for 2 further term(s).
Time Commitment	An estimated commitment of 3-5 hours per month plus attendance at the annual AGM.
Conflict of Interest	The treasurer should be free of material conflicts of interest and disclose any matters that could compromise their ability to perform as a director.

Personal Abilities & Skills	<p>The treasurer should ideally have the following abilities:</p> <ul style="list-style-type: none"> • Committed to making a difference in the association. • Receptive to change. • Capable of providing informed viewpoint during group discussions at board meetings. • Rationally consider opposing ideas and perspectives. • Strong interpersonal and communication abilities. • Maintain confidentiality.
Qualifications and Experience	<ul style="list-style-type: none"> • Experience in a treasury or leadership position in a nonprofit or volunteer-based organization is preferred. • Previous experience with financial control and budgeting • Fund-raising experience
Knowledge and Skills	<ul style="list-style-type: none"> • Background in finance and knowledge of accounting procedures. • Excellent written and verbal communication abilities. • Integrity and commitment. • Ability to maintain accurate records. • Attention to detail. • Ability to schedule regular time periods (e.g., weekly or monthly) for bookkeeping. • Effective decision-making capabilities. • Experience of planning and operations
Safeguarding	<p>The successful candidate for this role will be subject to an Enhanced Criminal Record (E-PIC) Check prior to appointment.</p>