Corporate Treasurer

As the Corporate Treasurer, you are responsible for carrying out the accounting and finance functions for the Organization and to perform duties under supervision of the Board using effectively established procedures and systems. Areas of responsibility include budgeting, accounts receivable/payable, bank deposits and reconciliation, journal and general ledger functions, expenditure reports to the Board of Directors and audit/review requirements.

Your Role as Corporate Treasurer:
- Maintain appropriate documentation and records of all financial aspects of the organization;
- Process accounts receivable and revenues, bank deposits and bank reconciliation;
- Prepare journals and perform general ledger functions;
- Review and approve disbursement claims;
- Assist with budget preparation and submission of special grant applications;
- Assist with preparation of lead sheets, schedules, and necessary documentation for the Auditor;
- Provide financial information to those charged with governance;
- Approve bursary applications as provided by relevant subcommittee chair
- Design and enforce expense claims & invoicing processes
- Advanced competency in preparing financial reports, and QuickBooks experience
- Experience in financial reporting and budgeting

Examples of Deliverables:
1) Providing advice to the President about Financial capabilities and feasibility
2) Lead audit of previous year
3) Managing accounts receivable and payable
4) Tracks budget and cash flows to advise the board and executive

Commitment:
- Approximately 2 - 5 hours per week
- Attendance at monthly Board meetings as required
- Participation Out On Bay Street events and initiatives
- Varied time commitment to process expense claims and invoices

Works Closely With:
- Board of Directors
- Executive Officers

Reports To:
- President

Term: January 2017 – December 2017

Positions Available: 1