



POSITION DESCRIPTION
ELECTED POSITION: TREASURER

(REVISED OCTOBER 2014)

GOAL OF POSITION

- The treasurer works collaboratively with the President and senior management, if any, to support the Board in achieving its fiduciary responsibilities.
- **Custody of Funds.** The treasurer shall have the custody of the funds and securities of the Corporation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Corporation in the books belonging to the Corporation and shall deposit all monies, securities and other valuable effects in the name and to the credit of the Corporation in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Board from time to time. The treasurer shall disburse the funds of the Corporation as may be directed by proper authority taking proper vouchers for such disbursements, and shall render to the Chair and directors at the regular meeting of the Board, or whenever they may require it, an accounting of all the transactions and a statement of the financial position, of the Corporation. The treasurer shall also perform such other duties as may from time to time be directed by the Board.
- **Financial Statement.** Present to the Members at the annual meeting as part of the annual report, the financial statement of the Corporation approved by the Board together with the report of the auditor or of the person who has conducted the review engagement, as the case may be.

SPECIFIC RESPONSIBILITIES:

- Keep an accurate account of all revenue, receipts & disbursements or dispensation of funds as directed by the executive.
- To coordinate and process payroll for the Forest Heights Community Association (FHCA) Instructors and assistants.
- To deposit any revenue into the FHCA bank account.
- Authorizes/approves reimbursement or dispensation of funds as directed by the Board.
- To generate monthly time sheets and collect Instructor Time Sheets to generate payroll by the 7th of the following month for bookkeeper to generate pay by the 15th of each month.
- Review and notify appropriate Program Coordinators of discrepancies in submission of payroll, expenses, cheque requests, or float returns.
- Present monthly financial reports Budget updates, Balance Sheet, Profit & Loss Statement (Income Statement) for the board's review and approval.
- Review financial/accounting policies as required in order to ensure proper segregation of duties. Ensure changes are implemented.
- Responsible for yearly review and obtaining adequate BOD liability insurance in consultation with the Executive.

- Ability to provide guidance on funds availability for potential capital investments and special projects.
- Submit financial statements and any supporting documentation for annual audit review.
- Work with committees & the executive members wherever required.
- Attend Executive Officer meetings on a regular basis
- Present a complete financial report that covers the previous Association year (Sept. 1st to Aug. 31st) at the FHCA annual meeting usually held in October.
- When relinquishing the position of Treasurer, update all books, records, files, funds etc, to turn over to the successor on a timely basis. Notify bank of changes.
- Submit annual financial records to the centre office for storage for 6 years.
- With the President prepare an annual budget for presentation and approval to the Board.
- Work closely with the volunteer Bookkeeper.

QUALIFICATIONS:

- Experience in computerized accounting or bookkeeping, accounts payable and payroll.
- Accurate cash management skills.
- Experience with a computer accounting package an asset i.e. QuickBooks.
- Advanced Excel skills (V-lookups, pivot tables, and if statements) considered an asset.
- Experience in administration, registration procedures an asset.
- Be a member of good standing of the FHCA.
- Upon assuming the position submit a Police Report Check and payment receipt. The processing fee will be reimbursed by the FHCA with receipt.
- To become familiar with accurate financial procedures.
- Be familiar with the FHCA programs, policies and procedures.

REPORTS TO:

Forest Heights Community Association Board

ESTIMATED TIME REQUIRED:

- Varying time commitment of 5-15 hours per month.

TRAINING REQUIRED:

- To be provided by past & current board members, namely Treasurer.
- To review the FHCA past years' records, minutes , Bu-laws, and Constitution.
- To become familiar with accurate financial procedures.
- Be familiar with the FHCA programs, policies and procedures.

BENEFITS:

- Excellent job training skills in organizing, supervising and team work.
- Opportunities to attend workshops, meetings, courses, etc.
- An excellent way to meet people in the community.
- One free program per session (after completion of one session of volunteering).
- Pre-registration privileges.

REPORTS TO:

Forest Heights Community Association Board

FOR FURTHER INFORMATION:

Contact the Forest Heights Community Association, 519-741-2621.