

## Position: Treasurer

**Purpose:** To work collaboratively with senior staff, board and the auditors to ensure and communicate the financial health of the organization.

### Tasks:

Keeps accurate financial records for the association. May work directly with the bookkeeper or other staff in developing and implanting financial procedure and systems

Has signing authority to deposit money, drafts and cheques in the name of and to the credit of the Alison Neighbourhood Community Centre in the bank accounts designated by the board.

Endorses deposit notes, cheques (pay or general) and drafts received by the association as ordered by the board, making proper vouchers for deposit.

Disburses funds and issues cheques and drafts in the name of the association as ordered by the board.

Provides the chair and the board with a monthly account of transactions by the treasurer and of the financial condition of the corporation.

Works with the financial auditor in the preparation of the annual balance sheet and financial report.

### Time Commitment:

Monthly board meeting – 4-5 hours a month, including attending meeting, reviewing minutes, preparing financial material

Participation in special events, Annual General Meeting, and training – 10-20 hours per year

### Skills required or considered an asset

1-2 years experience in financial management

Good financial, organizational and management skills

Good oral and written communication skills

### Training and skill development:

Opportunity to participate in City and Volunteer Cambridge training events

### Working Conditions

On site at the centre, public relations commitments in public areas

### Benefits

Annual recognition event, reimbursement for training when approved, experience for resume

### Screening required