

CANADIAN ROYAL PURPLE

Combination-EA & Treasurer Contract Position

This position within our organization encompasses both job descriptions as well as storage. The main duties will be to maintain accurate gathering and reporting of membership statistics and records. Maintain accurate accounting of finances and prepare minutes of our Director meetings, answer telephone/ questions as they are received, all in a timely manner. Analyzing work with an eye toward reducing costs and increasing profits, while ensuring compliance with the law. Our ideal candidate has previous experience managing business and is familiar with legal requirements and terms of use. Ultimately, you should ensure all our financial affairs conform to legislative requirements and adhere to our constitution.

- Monitors the budget
- Ensures the Board's financial policies are being followed
- Reports to the Board of Directors and general membership on finances
- Prepares any required financial reporting forms.
- Maintains all bank accounts
- Oversees all financial transactions
- His or her signature should appear on all cheques of the organization with the second signature from any of the board's other directors or staff with signing authority
- Assists in the preparation of the budget

Following probation of three months, this contract is subject to review and may be renewed annually by the board of Directors. A minimum of two weeks notice is required by each party to end the contract.

Responsibilities

- Support the Mission and Vision of the National Board of Directors.
 - You are the first line of communication as you answer the telephone and greet members.
 - Always exemplify professionalism and a positive image
- You maintain a filing system for receipts and invoices. You may be tasked with preparing reports on these expenditures and providing them upon request.
- Ensure all deadlines and conditions described on contracts are met (e.g. payments)
- The Board representative, you must be punctual and timely in completing assigned tasks
- Maintain organized system of physical and digital records
- Maintain and provide current information to website editor
- Negotiate contract terms with internal and external business partners
- Review and update existing contracts
- Follow FOIP regulations and exercise discretion, as you deal with confidential information.

- Stay current with legislative changes and coordinate with the legal department as needed
- Analyze potential risks to the organization
- Prepare National/Provincial Grant Applications that benefit this not-for profit organization as fundraising for administrative and fulfillment of the organizations mission.
- Manage volunteers and track their hours. Present schedules and performance evaluations when requested.
- Create a development calendar and keep the Board aware of pertinent deadlines and time frames in co-ordination with Directors.
- Prepare sales orders placed by members in a timely manner.
- Other duties as requested by Board of Directors.
- Be proficient in operation of Quick Books.
- Prepare and file required Government forms.
- Follow FOIP regulations and exercise discretion, as you deal with confidential information.
- Stay current with legislative changes and coordinate with the legal department as needed.
- Analyze potential financial risks to the organization.
- Prepare National/Provincial Grant Applications that benefit this not-for profit organization as fundraising for administrative and fulfillment of the organizations mission.
- Facilitate the preparation of an annual budget, as well as regularly monitoring and comparing the actual revenues and expenses incurred against such budget
- translate financial concepts and information for Board members who do not have financial backgrounds or substantial financial experience.
- be one of two officers authorized to sign checks or be granted access to bank and credit accounts.
- have full knowledge of all organization holdings and assets.
- review monthly account records and monitor income and expenditures.
- prepares reports to the Board detailing income, expenditures and asset values.
- presents a financial report at each board meeting, and
- prepares the annual financial statement.

Requirements

- Proven work experience as an administrator, Contract Manager or relevant role

- Strong computer skills in Word, Excel, Quick books, Adobe and Social media.
- Familiarity with accounting procedures
- Ability to work with Board of Directors and members
 - Knowledge of Canadian Royal Purple vision, goals and plans forward
 - Knowledge of Federal requirements of all Government regulations pertaining to this not-for profit organization.
 - Keen attention to detail, with an ability to spot errors.
 - Strong analytical and organizational skills.
- Provide a current Police Record Check
- Agree to a Non-Disclosure Agreement
- Proven work experience as a treasurer or financial officer.
- Ability to work with varying seniority levels, including staff, volunteers and members.

Physical Requirements

- o Cell phone
- o Space for office and storage

Canadian Royal Purple will supply

- o Computer c/w software programs required to complete the job
- o Printer/fax machine and ink
- o Filing cabinet
- o Cellphone financial support per cell phone contract
- o Office supplies
- o Board approved expenses IE. mileage, hotel
- o Monthly funds – based on an annual contract

Contract Range – \$6,500. - \$9,500. Annually

Application must be forwarded to:

Kelly Christman	OR	Jan Gammie
Box 685, Bassano, AB T0J 0B0		#12, 595 Ongman Road, Prince George, BC
		V2K 4L1

Email: christmank@newellmail.ca OR jangammie@gmail.com

Closing date for applications is November 15, 2019