

CANADIAN ROYAL PURPLE

JOB DESCRIPTION - Treasurer

Job brief

We are looking for a responsible Treasurer to join our team. Your main duties will be to maintain accurate accounting of finances.

A successful Treasurer will demonstrate a strong attention to detail along with the ability to discover potential risks for our Society. You should also analyze 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 if responsibilities or requirements are not met.

Responsibilities

- Support the Mission and Vision of the National Board of Directors.
- Be proficient in operation of Quick Books.
- Prepare and file required Government forms.
- Create and maintain a positive working relationship with CRPS Executive Assistant.
- 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.

- 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.
- Create a development calendar and keep the Board aware of pertinent deadlines and time frames in co-ordination with Directors.
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 a treasurer or financial officer.
- 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.
- Ability to work with varying seniority levels, including staff, volunteers and members.
- Knowledge of Canadian Royal Purple vision, goals and plans forward.
 - Provide a Police Record Check
 - Agree to a Non-Disclosure Agreement

Physical Requirements

- Cell phone
- Space for office and storage

Canadian Royal Purple will supply

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

Contract Range –

\$1,500. - \$2,500. Annually

Application must be forwarded to:

Kelly Christman

Jan Gammie

Box 685, Bassano, AB

#12, 595 Ongman Road, Prince George, BC

T0J 0B0

V2K 4L1

Closes November 15, 2019