



Volunteer Position Description

Treasurer

Role Description

The Treasurer is a member of the Board of Directors and one of three officers. In addition to the duties of a director, the Treasurer shall oversee the management and reporting of the organization's finances.

Primary Activities

- Acts as a signing officer
- Receives, records, and pays all invoices
- Reconciles all bank accounts
- Reconciles donations
- Manages payroll
- Completes all government remittances and reports
- Liaises with bank when needed
- Documents all financial transactions using designated accounting system
- Works with the external auditor to provide the necessary documentation to ensure that the Annual Financial Statements are completed on time
- Assists with cash management for fundraising events as required
- Produces and distributes month-end statements to the Board
- Attends Board of Directors meetings

Beneficial Skills and Assets

- Working knowledge of SAGE 50 accounting program
- Strong organizational and time management skills
- Ability to work independently with attention to detail and deadlines
- Good overall computer and internet skills

Anticipated Hours of Dedication

- Average weekly time commitment of up to eight hours
- Financial responsibilities are ongoing throughout the year.
- Time commitments vary according to monthly and annual deadlines, upcoming board meetings, and volume of donations. Time commitment in the summer is generally higher due to seasonal fundraising efforts
- Monthly board meetings take place in person at the Park Office and usually are 2 to 2 ½ hours in duration.