



TREASURER

QUALIFICATIONS/SKILLS:

- Knowledge of the JCA and its organizational structure
- Minimum of 2 years serving on a Non Profit Board
- Commitment to the organization's mission and strategic direction
- A professional accounting designation
- An understanding of, and experience with, good financial management and reporting practices.
- An appreciation of the kind and level of financial information needed at a board level to support decision making

TERM:

- The Treasurer is elected to serve for a 2-year term.
- Board Members can be elected to serve a maximum of three consecutive two year terms.

REQUIREMENTS:

- Must be a member of the JCA.
- Knowledge and skills in one or more areas of Board governance
- Extensive knowledge of budgets and budget processes for non-profit organizations
- Understanding of CRA regulations and requirements for non-profit reporting
- Knowledge of major accounting software
- A time commitment of up to 40 hours per month
- Experience working in an organization undergoing change and restructuring.
- Experience working in high pressure and fast paced environments.
- Knowledge of social and other issues impacting the communities & constituents served by the JCA
- Excellent communication skills.

MAJOR DUTIES:

The Treasurer will offer guidance to the President and finance committee in ensuring good fiscal planning, decision-making and oversight at a governance level. His/her principal duties are to:

- Oversee the development of high level financial policies and their review by the board
- Assist in the preparation of the annual budget and its presentation to the board for review
- Ensure that the appropriate monthly or quarterly financial statements are reviewed by the board
- Ensure that the board regularly monitors the organization's financial performance and alerts it to any important discrepancies between planned and actual figures
- Ensure that the organization maintains the appropriate financial books and records and that these are accurate and up-to-date.
- Prepare and monitor performance against the budget.
- Ensure that government tax filings and remittances are submitted on a timely basis.
- Ensure that payroll and other liabilities are settled in a timely manner
- Serve as a co-signer of cheques with at least one other signing officer.
- Ensure that excess funds and reserves are properly held and invested.
- Verify that donations are handled appropriately and that grants and service delivery contracts are accounted for in accordance with the requirements of funders
- Meet with the external auditor annually, or more often if needed, to identify any financial control and record keeping problems or deficiencies and oversee action by the President and bookkeeper to address them
- Recommend to the board the need for a review or renewal of the auditing services provided
- Assists the President and board chair with the development and presentation of the annual report
- Present or co-present the organization's financial report and recommend appointment or reappointment of auditor at the Annual General Meeting
- Helps, along with the President, keep the board informed of important financial events, trends, and issues relevant to the organization.

Committee Membership:

The Treasurer is automatically a member of the Finance Committee and will normally chair the following committees when and where such are necessary:

- Audit Committee
- Budget Development Committee

- Financial Policy Development Task Group