



JOB DESCRIPTION

ELECTED POSITION: TREASURER

(REVISED NOVEMBER 2010)

GOAL OF POSITION

- To handle all monies for the Forest Heights Community Association (FHCA).

RESPONSIBILITIES:

- Keep an accurate account of all revenue, receipts & disbursements or dispensation of funds as directed by the executive.
- Deposit any revenue into the FHCA bank account promptly.
- Provide reimbursement or dispensation of funds as directed by the executive i.e. payroll, invoices, cheque requests.
- Present monthly financial reports Balance Sheet, Profit & Loss Statement (Income Statement).
- Work with committees & executive members wherever required.
- Present a complete audited financial report that covers the previous Association year (Sept. 1st to Aug. 31st) at the FHCA annual meeting usually held in October.
- When relinquishing the position of Treasurer, update all books, records, files, funds etc, to turn over to the successor on a timely basis. Notify bank of changes.
- Submit annual financial records to the centre for storage for 6 years.

QUALIFICATIONS:

- Experience in computerized accounting or bookkeeping, accounts payable and payroll.
- Accurate cash management skills.
- Experience with a computer accounting package an asset i.e. QuickBooks.
- Experience in administration, registration procedures an asset.
- Be a member of good standing of the FHCA.
- Have home computer and printer.
- Submit a Police Report Check and payment receipt. The processing fee will be reimbursed by the FHCA with receipt.

ESTIMATED TIME REQUIRED:

- Varying time commitment of 2 – 10 hours per month. Up to ten hours per session for registration accounting.

TRAINING REQUIRED:

- To be provided by past & current executive members, namely Treasurer.
- To review the FHCA past years' records, minutes and Constitution.
- To become familiar with accurate financial procedures.
- Assistance from the District Facilitator upon request.
- Be familiar with the FHCA programs, policies and procedures.

BENEFITS:

- Excellent job training skills in organizing, supervising and team work.
- Opportunities to attend workshops, meetings, courses, etc.
- An excellent way to meet people in the community.
- One free program per session (after completion of one session of volunteering).
- Pre-registration privileges.

REPORTS TO:

Forest Heights Community Association Executive

FOR FURTHER INFORMATION:

Contact the Forest Heights Community Association, 519-741-2621.