

Treasurer

Role:

Responsible for the overall financial matters of this Association.

Responsibilities:

1. Maintain the financial records of the Association in accordance with generally accepted Canadian accounting principles.
2. Prepare and present current financial statement in writing for presentation at monthly Board meetings.
3. Participate in the preparation of the annual budget and chair the finance committee (if applicable).
4. Propose an accountant or accounting firm to be responsible for yearend audit (or review, based on regulations) of the financial records to the Board of Directors to approve via a motion and vote.
5. Present the audited/reviewed financial statement to the Annual General Meeting of the Association.
6. Record and deposit all incoming monies.
7. Payment of all expenses incurred by the association.
8. Monitor investments of the association funds.
9. Coordinate the collection of registration fees and membership fees charged by the Association.
10. Coordinate the signing authority for the association bank accounts
11. Review financial statements presented by the Directors and/or Committees and verify their accuracy.
12. Work with the City of Saskatoon Community Consultant to submit budgets and other material for the annual operating grants
13. Relinquish signing authority and return all funds, account information (hard copy and electronic form) and other association property upon termination of office.

Time Commitment: Moderate-busy, seasonal (primarily busy during association yearend, September, January, and April)

- Term of office is two years.
- Monthly financial reporting
- Financial statements, regular banking procedures, and audit/review
- Assist at registration nights or collect funds from registration

Skills Preferred:

Accounting Skills	Coordination
Decision making	Administrative Skills/Computer Processing
Organization	Commitment