

Treasurer Job Description

PURPOSE OF THE POSITION

This position receives and disburses all guild monies including membership fees and any other monies coming into the guild, and keeps an up-to-date Journal of all these transactions.

Primary Responsibilities

- Maintain the bank account and make all deposits.
- Reconcile the Guild's financial records with the bank statement monthly.
- Pay all the Guild financial obligations in a timely fashion.
- Reimburse any committee members expenditures upon receiving a receipt and an Income and Expense Reimbursement Form.
- Treasurer's signature to appear on all cheques along with the signature of one other signing officer i.e. President, and/or Vice President. Two signatures are required on all cheques issued.
- Prepare and present monthly and year-end Financial Reports to the Executive at the monthly meetings.
- Prepare an annual Corporate Tax Return to be filed with the CRA. It may be done as soon as the August 31 year-end is completed and must be filed within 6 months (by Feb 28 of the following year).
- Assist with the preparation of a balanced budget for the new fiscal year at each year end along with the President, Vice-President, and incoming Treasurer prior to the September Executive meeting.
- Attend the annual Budget meeting in August.
- Keep 7 years of Financial Records following the year the Tax Return was filed and accepted by the CRA. E.g. If the 2013 tax return is filed and accepted in 2013, it must be kept on file until August 31, 2020.
- Seek input from Committees with a designated budget to evaluate necessity for changes in their budget.
- Organize and manage the 50/50 draw.
- Write an annual report of activities, one for the incoming member, one to President and one to the Secretary for Archives.
- Prepare orientation materials for incoming Executive member and meet for hand-over and orientation
- Attend the monthly Executive meeting; all are welcome.
- Make arrangements for an independent audit of the books on a yearly basis

Financial Responsibilities

- As above.

Knowledge, Skills and Abilities Required

- Bookkeeping or Accounting skills.

- Ability to use a computer spreadsheet program; e.g., Excel.