



Job Description

Position Title: Treasurer

Reports To: Chair

Role: The role of the Treasurer is to assure that Out On The Shelf can sustain itself and grow financially. The Treasurer takes care of all the tasks involving money before and after it passes through the appropriate committee chairs.

Duties and Responsibilities

- Collect and deposit donations
- Issue cheques and tax receipts
- File CRA forms & apply for tax returns
- Communicate financial matters to the board of directors
- Compile and present annual statistics
- Send bank statements and receipts to bookkeeper
- Attend monthly board meetings

Qualifications

- Experience or education in accounting, bookkeeping or business (non-profit an asset)
- Experience with confidential information
- Able to effectively communicate financial matters in simple terms
- Excel, Google Forms
- Trustworthy, mindful, and organized