



Job Title:	Treasurer	Job Category:	Volunteer
Location:	Home Based	Travel Required:	Limited Travel
Level/Salary Range:	No Wage. 100% Volunteer. Expenses will be reimbursed.	Position Type:	Part-time
Date Posted:	July 31, 2019	Posting Expires:	Sept 6, 2019
Internal Posting URL:	www.canadiantransplant.com		
Applications Accepted By:			
EMAIL: cta@txworks.ca Subject Line: Treasurer		MAIL: c/o Brenda Brown Canadian Transplant Association #4 – 3070 Townline Rd Abbotsford, BC V2T 5M2	
Job Description			
OVERVIEW <p>The Canadian Transplant Association (CTA) is a registered charitable organization and therefore all its Board members are 100% volunteers. This position will operate the same way and report to the President with responsibility to the Board and its members.</p> <p>The Treasurer will oversee financial matters of the charity in line with good practice and in accordance with the governing document and legal requirements. This position reports to the Board of Directors on a monthly basis about the financial health of the organization.</p> <p>The Treasurer will ensure that effective financial measures, controls and procedures are put in place and are appropriate for CTA.</p>			
ROLE AND RESPONSIBILITIES			
<ul style="list-style-type: none">• Oversee and present budgets, accounts, management accounts and financial statements to the Board of Directors.• Ensure that proper accounts and records are maintained.• Develop and implement financial, reserves and investment policies and implement and monitor specific financial controls• Act as a counter-signatory on charity cheques and any applications for funds.• Maintain sound financial management of the CTA's resources, ensuring expenditure is in line with the CTA's objects and that financial resources are invested in line with the charity's policies, good governance, legal and regulatory requirements.• Chair any finance committee in line with standing orders and terms of reference, and report back to the Board of Directors.• Advise on the financial implications of the CTA's strategic plan.• Be aware of CRA policies/regulatory requirements with respect to financial compliance.• Liaise with the CTA's secretary and Finance Director, where applicable, to ensure that the CTA's annual accounts are compliant with the CRA guidelines.• Contribute to the fundraising strategy of the CTA.• Liaise with the charity's auditors or independent examiner, where appropriate. Monitor and advise on the financial viability of the charity after liaising with the charity's auditors.			



- Clarify confusion over financial issues related to CRA expectations to ensure financial decisions do not place the CTA in a vulnerable position for sanctions.
- Ensure all required financial records are available to support CRA reporting expectations and can be effectively transferred to the appropriate T3010B reporting lines.
- Work collaboratively with other officers and staff to ensure the T3010B is submitted to CRA in an accurate and timely manner.
- Ensure the Board of Directors is properly involved in reviewing and approving the information related to the T3010B Information Return before submitting to CRA.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Post-secondary education or equivalent work experience in accounting/finance.
- Strong interpersonal and oral communication skills including the ability to effectively liaise with the board, bankers and auditors.
- Strong organisational skills, math and computer skills, including excel.
- Ability to read, create and effectively share financial reports in a concise and knowledgeable manner to ensure the CTA is aware of our financial status at all times.

PREFERRED SKILLS

- Previous experience in and use of Quickbooks.
- CGA, CPA or any experience or education with accounting.

ADDITIONAL NOTES

If the following describes you, this role might be just what you are looking for:

- **Desire to Learn** – You are constantly learning. You instinctively find ways to create value, add to team culture, and think ahead.
- **Collaborative** – While you are comfortable working on your own, you communicate well and relish being part of a team.
- **Thrive in Ambiguity** – You gather information, communicate with your colleagues, figure out solutions, and find a way to get the job done.
- **Accountable** – You keep your commitments and can be relied on to deliver high-quality work that generates results.
- **Passionate** – You believe in making a difference in the lives of our others and are dedicated to going above and beyond to make a positive impact in the community.