



Summary of Position

Kingston Gets Active Board Treasurer

Kingston Gets Active (KGA) is a community-wide initiative made up of partners from multiple sectors. KGA addresses the need for a multi-level approach to physical activity promotion by targeting various areas of community life such as educational and promotional activities; social marketing and communication; and infrastructure and public policy strategies. Please visit the following link for more information: <https://kingstongetactive.ca/about/>

The Treasurer of the Board of Directors leads the oversight responsibilities for the maintenance of proper accounting records in compliance with the Not-for-Profit Corporations Act. Whenever required, the Treasurer shall render to the Board of Directors, an account of the financial position of KGA. This is a volunteer position.

Responsibilities will include but not limited to:

- Managing financial resources and providing proper financial oversight for the organization, including risk management
- Helping to develop a set of financial policies for the organization
- Participating in the development of the annual budget, and present to the Board of Directors for approval
- Ensuring that effective and appropriate financial measures, controls and procedures are in place
- Preparing quarterly financial statements
- Ensuring the Board of Directors is adequately informed of financial related issues to ensure good decision-making, and achievement of strategic objectives.
- Assisting in development of the annual budget and ensuring that proper financial controls are in place
- Verifying that donations are handled appropriately and that grants and service delivery contracts are accounted for in accordance with the requirements of funders
- Ensuring day-to-day accounting procedures and financial practices are understood, and that there is clarity concerning roles, responsibilities, and communication practices
- Overseeing the maintenance of up-to-date Financial Policies and Procedures and their review by the Board
- Managing Quickbooks
- Managing cash flow
- Managing payroll and tax filings and ensuring compliance with regulatory reporting and filing requirements
- Liaising with external Auditors regarding the preparation of annual Audited Financial Statements

- Preparing recommendations to the Board regarding the need for a review or renewal of auditing services provided
- Managing CRA correspondence

Areas of experience and qualities that would be an asset include:

- Not-for-profit Board experience, preferably in the social service and/or recreational sector
- Accredited CPA in good standing or equivalent designation
- Previous experience in a Treasurer role would be an asset
- Ability to understand the business implications of decisions, requiring an awareness of issues, processes and outcomes impacting the financial position of KGA
- An understanding of, and experience with, good financial management and reporting practices
- Solid written, verbal and listening communication skills with the ability to present to small groups
- Commitment to KGA's mission, vision and strategic direction
- A self-motivated leader that will take initiative and be able move projects and people forward
- Willing to be hands on, with close attention to detail

Timeline & Commitment:

- Minimum 1-year commitment, including 3-month provisional period
- 2-5 hours per week which includes monthly meetings, sub-committee meetings, project work

Education:

- University Degree or College Diploma in a related field coupled with ongoing formal or informal career enhancing education

Interested applicants should submit a resume and cover letter to the attention of the Kingston Gets Active Board at the following email: info@kingstongetsactive.ca. Applications will be accepted until the position is filled.