



JOB DESCRIPTION

Treasurer

Position Overview:

The Treasurer is responsible for overseeing the financial health of Nature Calgary, managing all financial operations, and ensuring the organization's financial systems are updated and maintained. This role includes managing budgets, financial reporting, and leading the migration of the organization's financial data into QuickBooks for improved efficiency and accuracy.

Key Responsibilities:

- **Budget Management:** Prepare and present an annual budget, monitor cash flow, and manage the organization's financial resources effectively.
- **Financial Reporting:** Provide regular financial reports to the board, including monthly, quarterly, and annual financial statements. Ensure all financial records are transparent, accurate, and up-to-date.
- **QuickBooks Migration:** Lead the migration of existing financial records into QuickBooks, ensuring the accuracy and integrity of data during the transition. Set up and maintain the QuickBooks system to meet Nature Calgary's financial management needs.
- **System Maintenance:** Ensure that all financial transactions, including donations, sponsorships, and expenses, are accurately recorded in QuickBooks. Regularly review and update the system to ensure it remains efficient and compliant with organizational needs.
- **Compliance:** Ensure Nature Calgary adheres to local, provincial, and federal regulations regarding non-profit financial operations. This includes filing necessary financial forms such as annual reports and tax filings.
- **Fund Management:** Oversee bank accounts, manage day-to-day finances, and ensure proper documentation of all financial transactions.
- **Audit and Financial Oversight:** Coordinate with auditors for annual financial reviews or audits. Ensure that internal financial practices align with industry standards to minimize risks.
- **Collaboration with Fundraising:** Work closely with the Director of Fundraising to monitor the financial success of sponsorships and fundraising efforts, ensuring funds are appropriately allocated and reported.

- **Policy Development:** Develop and enforce financial policies, such as investment, expense, and reimbursement policies, to ensure long-term financial health.

Qualifications:

- Strong knowledge of accounting principles and financial management.
- Experience with QuickBooks or similar financial software, including data migration.
- Proven ability to manage budgets and financial reporting, preferably in a non-profit setting.
- High level of integrity, attention to detail, and a commitment to transparency and compliance.