

CORKERY COMMUNITY ASSOCIATION

Position Description

Treasurer

Duties and Responsibilities

Under the general direction of the CCA Board of Directors, the Treasurer is responsible for supervising the general financial operations of the CCA. Duties associated with this position include, but are not limited to:

- keep full and accurate accounts of all financial transactions of the CCA.
- deposit funds in the name and to the credit of the association.
- ensure that all funds disbursed have accurate and valid documentation.
- submit regular financial reports to the Board outlining the financial operations and status of the CCA.
- prepare all budgets for consideration of the Board.
- liaise with City of Ottawa officials re: grants, etc.
- perform such other duties as may be determined by the Board.

Knowledge and Abilities

Candidates for the position of Treasurer should have the following basic knowledge and abilities:

- a basic knowledge of generally acceptable accounting practices.
- the ability to prepare concise financial statements and associated documents.
- the ability to deal effectively with municipal officials, suppliers, elected officials, board members and the general public.

Commitment

This position requires, on average, a time commitment of two hours per week not including time required for the preparation and typing of financial statements, grant submissions, and other related correspondence.