

Position Profile



Treasurer

July 2024

The Position

Position Title	Treasurer
Location	Calgary, Alberta
Reports to	Overall Organization
Direct reports	Board of Directors
Weekly time commitment	Approximately 5-10 hours per week

Specific Responsibilities

Pawsitive Match Rescue Foundation has a working Board of Directors. This role manages the day-to-day finances of the organization.

- Overseeing the finances of the organization in accordance with the direction established by the organization mission and policies.
- Be an active member of the Board of Directors, and ensure responsibilities of the role are met.
- Oversee all financial transactions for PMRF and maintain all bank accounts.
- Implement appropriate financial controls.
- Ensure financial transparency.
- Preparing and assisting in financial reporting monthly and annually.
- Oversee preparation and submission of annual registered charity return to CRA, completed by a contracted accounting firm.
- Complete all reimbursements in a timely manner, via e-transfer/online banking.
- Work closely with the accounting service provider, Summit Path Bookkeeping, regarding weekly cash flow, reimbursements, accounts

owing, and financial reporting.

- Track incoming monies and ensure source of funds, date of deposits, and amounts are communicated to designated accounting service provider.
- Monitor expenditures against grants, ensure funds are allocated accurately.
- Oversee grant application by another volunteer.
- Frequently pick up and distribute mail from PMRF P.O. Box located at Market Mall in NW Calgary.
- Respond to emails that come to the donate@pawsitivematch.org email address.
- Provide general information about expenses that do or do not qualify for tax receipts to Board, volunteers, fosters etc.
- Ensure email and mailing address information is obtained from donors for tax receipts to be accurately issued. Oversee issuing of tax receipts through our donor management system.
- Approve payments in a timely manner.
- Attend all scheduled board meetings and take on board specific tasks as appropriate.
- In all actions and decisions, act honestly and in good faith with a view to the best interests of the Rescue.

The Person

Qualifications & Experience

Experience & Personal Characteristics

- Familiarity with rescue work is an asset.
- Accounting and financial experience are strongly encouraged.
- Familiarity with Google Workspace is an asset.
- Excellent communication skills; ability to communicate via email in a friendly, professional manner.
- Ability to check emails and WhatsApp chat daily.
- Community member in good standing.

- Works well with a team.
- Strong computer skills.
- Strong attention to detail.
- Understanding of CRA compliance matters affecting not for profit organizations.
- Excellent judgment and strong decision-making skills.
- Uses effective communication to review and discuss financial status, financial concepts, and concerns with members of the Board of Directors, coordinators, and volunteers.

To apply for this volunteer position, please email your interest to board@pawsitivematch.org. If you are not currently a volunteer with Pawsitive Match Rescue Foundation, please also fill out a volunteer application here: <https://pawsitivematch.org/volunteer/>.