



# Pawsitive Match Rescue Foundation

## TREASURER

### The Role

<b>Location</b>	Remote On-Site	<b>Reports To</b>	Board of Directors
<b>Weekly Time Commitment</b>	5-10 hrs, variable	<b>Direct Report(s)</b>	Accountants Bookkeepers

The Treasurer oversees and manages the financial operations of Pawsitive Match Rescue Foundation. This leadership role ensures financial transparency, compliance, and sustainability while fostering collaboration with other teams on budgetary matters. The Treasurer plays a key role in maintaining fiscal responsibility and financial strategy to support the organization's rescue efforts.

### The Responsibilities

- Oversee the finances of the organization in alignment with its mission and policies.
- Actively participate as a Board member, ensuring financial responsibilities are met.
- Manage and oversee all financial transactions, including maintaining bank accounts.
- Implement appropriate financial controls to ensure fiscal responsibility.
- Ensure financial transparency through accurate record-keeping and reporting.
- Prepare and assist in financial reporting on a monthly and annual basis.
- Oversee the preparation and submission of the annual registered charity return to the CRA, in collaboration with a contracted accounting firm.
- Process reimbursements in a timely manner via e-transfer or online banking.
- Work closely with the accounting service provider, Summit Path Bookkeeping, to manage cash flow, reimbursements, accounts



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- payable, and financial reporting.
- Track and document incoming funds, ensuring the source, date, and deposit amounts are communicated to the designated accounting service provider.
  - Monitor expenditures against grants and ensure accurate allocation of funds.
  - Oversee grant applications managed by another volunteer.
  - Retrieve and distribute mail from the PMRF P.O. Box at Market Mall in NW Calgary.
  - Respond to donation-related inquiries received at [donate@pawsitivematch.org](mailto:donate@pawsitivematch.org).
  - Provide guidance on tax receipt eligibility for expenses, donors, and volunteers.
  - Ensure accurate donor contact information is collected for tax receipt issuance.
  - Oversee the issuing of tax receipts through the donor management system.
  - Approve payments in a timely manner.
  - Attend all scheduled board meetings and take on board-specific tasks as needed.
  - Act with honesty and integrity, prioritizing the best interests of the rescue in all financial decisions.

## The Person

- A community member in good standing.
- Strong organizational and time-management skills.
- Excellent judgment and decision-making abilities.
- Strong attention to detail and accuracy in financial management.
- Effective communicator, able to discuss financial matters with the Board, coordinators, and volunteers.
- Comfortable working both independently and collaboratively.
- Ability to check emails and WhatsApp chat daily.



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### Experience & Qualifications

- Accounting and financial experience; an accounting designation is preferred.
- Understanding of CRA compliance requirements for nonprofit organizations.
- Familiarity with rescue operations is an asset.
- Excellent written communication skills with the ability to engage professionally via email.
- Administrative Skills - Computer Skills (Intermediate+) is an asset.
- Administrative Skills - Google Workspace is an asset.
- Administrative Skills – Finance is a requirement.
- Professional Writing Skills/Experience is an asset.
- Public Relations & Community Engagement Skills/Experience is an asset.
- Screening Applications & Conducting Interviews is an asset.