



: 107-211 Bronson Avenue
: Ottawa, ON K1R 6H5
: 613-230-3982
: dalhousiefoodcupboard.ca

Treasurer Wanted

Dalhousie Food Cupboard is looking for a volunteer treasurer to manage our charity's day-to-day bookkeeping and serve on our Executive Committee and Board of Directors.

These duties include:

- Payments for payroll, remittances and issuance of annual T-4 reporting
- Processing donations and issuing charitable receipts
- Issuing and recording disbursements, employee expense claims
- Recording disbursements and deposits in accounting system (Sage Canada)
- Banking and investment activities
- Reporting on financial performance to Executive and Board of Directors
- Annual financial submission to City of Ottawa Community Funding
- Preparation of the corporation's Annual Charitable Return
- Prepare working papers for annual audit

It would be ideal if you could drop by our space at the Bronson Centre during our service days (Tuesday, Wednesday or Thursday) to deliver or exchange cheques with, and pick up receipts from, our Coordinator.

Skills and Experience:

- Strong accounting knowledge and skill usually acquired through a CPA designation or an equivalent combination of education and experience
- Strong knowledge and skill in the use of Excel and other financial software programs
- Strong analytical skills, particularly pertaining to accounting and budgeting
- Excellent organizational skills for maintaining accounting reports, records
- Strong written and oral communication skills
- A high level of integrity and honesty

Estimated time commitment for bookkeeping and banking ranges from 10 to 15 hours/month, with attendance at Executive Committee and/or Board meetings (6 to 9 times per year).

Does this interest you? If so, then send us an email outlining your background and related experience.

Direct your response to: mail@dalhousiefoodcupboard.ca

Thank you for your interest! If possible, please submit your expression of interest before **May 31, 2018**.



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