



CAMERA CLUB

TREASURER

Reports To: Chief Financial Officer (CFO)

Job Overview

The position is responsible for maintaining all financial records of the club, ensuring that proper fiscal routines and practices are in place and followed to safeguard the cash assets of the club and provide accurate and timely financial reporting. The Treasurer also makes and records disbursements by cheque for services or goods received, as well as receiving, recording and depositing in the bank all cash receipts.

The Treasurer works closely with the CFO to provide financial reports with explanatory analysis to the Executive as required through-out the year, and to members at the Annual General Meeting. The position plays a key supporting role in the annual budgeting and planning process as led by the CFO.

Responsibilities and Duties

The following provides a detailed list of duties and activities, shown in the time-frames required, along with the approximate hours of effort required.

All year but more active September - May

- Attend club meetings with chequebook to reimburse expenses paid by members on behalf of the club. Prepare cheques after ensuring proper supporting documentation such invoices, redacted credit card statements etc., obtain second signature from President or CFO, and distribute payments to recipients.
- Prepare cheques to reimburse suppliers and obtain second signature from President or CFO and distribute.
- Receive cash from membership fees, visitor fees, workshop fees, coffee/social revenues, etc. Provide receipts as appropriate to those paying money to the club.
- Prepare/deposit bi-weekly deposit of cash or cheques received. (1.0 hours)

- Make journal entries and prepare monthly financial reports as required by CFO and Executive, using Simply Accounting software (1.0 hours).
- Reconcile bank and GIC investments (1.0 hours)
- Do regular backups of the Simply Accounting database file to ensure security of data and the ability to fully recover in the event of a hard drive malfunction.
- Maintain supporting paper documentation, cross-referenced to journal entries, filed in chronological order.

March – May

- Provide up-to-date Financial reporting and account details to support the annual budgeting process. (1.0 hours)
- Attend membership renewal intake and banquet ticket sales to provide cash receipts for the members who pay cash and to receive cheques for entry to accounting and deposit. (4 x 1.0 hours)
- Reconcile cash receipts to membership numbers, banquet ticket sales and room booking reports received from those teams.

June-August

- Prepare club Financial statements for year end reporting purposes. Fiscal year end is June 30. (3.0 hours)

Skills Required

- Tools used ... Simply Accounting software (aka Sage 50 Canadian), MS Excel, and Word
- Knowledge of Simply Accounting software (or other accounting software), MS Excel, and Word helpful
- Detail oriented
- Good with numbers
- Communication skills
- Some experience in bookkeeping and accounting
- Willing to be responsible for cash in an accountable manner