

Volunteer Treasurer

COMPANY DESCRIPTION

We are a non-profit organization with over 1,000 members and a 25-year history of providing programs and services that are affordable and accessible to a wide cross section of community members. Our mission is to enrich and empower the diverse communities of Northern Hills through advocacy, providing programs and services, supporting opportunities for engagement and therefore enhancing quality of life.

DESCRIPTION

The Treasurer is an executive volunteer position offered by the Northern Hills Community Association (NHCA) Board of Directors. It is accountable to the President or the Board of Directors. Governed by the Mission Statement and working within the policies and procedures of the Association, the Treasurer works on establishing sustainable and diverse revenue generation, oversees financial activities, and supports fundraising initiatives.

- Unpaid Volunteer Position
- Start Date: ASAP
- Remote Work, Flexible Hours
- Time Commitment: Average of 5-10 Hours per week
- Length Commitment: Elected term of 2 years

RESPONSIBILITIES

- Gives monthly reports to the Board on the financial state of the Community Association.
- Acts as signing officer, with another officer, for cheques and other documents.
- Supports and participates in special events and fundraising activities.
- Ensures development and board review of financial policies and procedures.
- Facilitates the Finance Committee.
- Collaborates with the NHCA Bookkeeper, Executive Director, and the Board of Directors.
- Oversees annual budget and provides it to the Board.
- Supports Bookkeeper in annual audit work.
- Performs other duties prescribed by the Board or by the President.

REQUIREMENTS

- Resident of the Northern Hills community: Country Hills, Country Hills Village, Coventry Hills, Harvest Hills, and Panorama Hills.
- Education background, volunteer or professional experience in Finance, Accounting, Economics, Business Administration or similar field preferred.
- Volunteer experience preferred but not required.
- Collaborative and Team working mindset and skillset.
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem-solving skills.
- Excellent English written, verbal, and proofreading skills.
- Strong organizational and planning skills.
- Proficient in MS Office 365.



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*Serving Country Hills, Country Hills Village, Coventry Hills,
Harvest Hills and Panorama Hills*

BENEFITS OF VOLUNTEERING

- Join a community platform to pursue your passion.
- Gain volunteer hours and a deeper connection with the Northern Hills community.
- The opportunity to network with a talented leadership team and board.
- Continue to develop interpersonal skills or apply your skills to help your community.

APPLICATION

Submit your application with your resume, cover letter and qualifications to Volunteer@nhca.ca

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, degree completion, or disability status.

DIVERSE

VIBRANT

INCLUSIVE

SUSTAINABLE



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