



Board Treasurer

The Toronto Council on Aging is led by the grassroots wisdom of older adults. We are committed to educating widely, representing and serving diverse populations, providing leadership, and aiding in the development of an age-inclusive city by building collaborative networks.

Time Commitment

Up to 20 hours per month (board meetings, meetings with Administrative Coordinator, and committee meetings)

Term of Office

3 years with the possibility of renewal for a second term. The Treasurer is also a member of the Board of Directors.

Roles and Responsibilities

The treasurer will offer guidance to the Administrative Coordinator and provide advice to the board. The treasurer will participate in fiscal planning, decision-making, and oversight at a governance level.

Principle duties include:

- Oversee the development of high-level financial policies and their review by the board
- Support the Administrative Coordinator in the preparation of the annual budget, quarterly and year-to-date reports for review
- Ensure that the appropriate monthly or quarterly financial statements are reviewed by the board
- Ensure that the board regularly monitors the organization's financial performance and health and takes any actions as needed
- Ensure that government tax filings and remittances are submitted on a timely basis
- Serve as a co-signer of cheques with at least one another signing officer
- Verify that donations are handled appropriately and that grants and service delivery contracts are accounted for in accordance with the requirements of funders
- Meet with the external auditor as required to support financial oversight and record-keeping
- Recommend to the board the need for a review or renewal of the auditing services provided
- Inform the board of important financial events, trends, and issues relevant to the organization

Qualifications

- Commitment to the organization's mission and strategic directions
- Experience with bookkeeping and financial management software
- A professional accounting designation is required (CPA)
- Familiarity with non-profit accounting, preparation of T3010 charity return filing, and GST/HST return preparation for public service bodies is an asset

Please email your cover letter and resume to admin@torontocouncilonaging.com with the subject line *Board Treasurer with your last name and first name* by **Friday, June 30, 2023**.