



The Navy League of Canada – Stony Plain Branch

PO Box 2276 Stn. Main, Stony Plain, AB T7Z 1X7



JOB TITLE: Treasurer (1st and/or 2nd)

SUPERVISORS: President, Vice President (1st and/or 2nd)

TASK EXPECTATIONS:

- Manages bank accounts & cash flow
 - Deposits
 - Writing cheques & getting them signed
 - Making entries into QuickBooks
 - Weekly Cash-out Procedures on Cadet Night(s)
- Reconciles accounts
 - Bank
 - Balance Sheet accounts
 - Provide parent accounts upon request
- Ensure that the organization maintains the appropriate financial books and records and that these are accurate and up to date
- Managing the budget
- Understanding the requirements set forth by AGLC for cash handling of fundraising etc.
- Prepare financial reports & filing legal forms with AGLC or Revenue Canada.
- Prepare financial reports & filing as required to Alberta Division
- Create & manage internal controls & financial management policies within our organization

SKILL EXPECTATIONS:

- Be capable of handling cash
- Orderly & methodical mind set
- Eye for detail
- Financial qualification or relevant experience
- Good communication & interpersonal skills
- Commitment to the organization's mission and strategic directions
- An appreciation of the kind and level of financial information needed at a board level to support decision making
- An ability to commit the time required to fulfill the responsibilities described
- Capable of using Microsoft Office / Google GSuite, understanding of the use of a computer and software related to finances (QuickBooks, Excel or GSheets).

TIME COMMITMENT EXPECTATIONS:

- Regular attendance at cadet functions (approx. 4 hrs. per week)
- Ability to process and enter information away from Cadet functions (approx. 4 hrs. per week)
- Available to all members of the board and CO's for information requests and outside meetings (approx. 2 hrs. per week)
- Able to return emails/telephone calls during business hours within reasonable time frame (24-48 hrs.).

Supporting
Royal Canadian Sea Cadet Corps #299
Navy League Cadet Corps #203 Erwin J Stolck



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MINIMAL QUALIFICATION:

- Bookkeeping certification or relevant experience
- Experience with Computers & QuickBooks desktop financial software
- Pass a basic RCMP Screening (CPIC) & Alberta Navy League Screening
- Commit for Kids Certificate
- AGLC GAIN Training (within the last 3-5 years)

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