

CAMP OLAVE MANAGEMENT COMMITTEE

TREASURER – JOB DESCRIPTION

PURPOSE

To provide financial budgeting and reports, and maintain the financial transactions, and records of the Camp Olave Management Committee's finances.

RESPONSIBLE TO

Camp Olave Management Committee.

TERM OF OFFICE

Reviewed annually and appointed by Camp Olave Management Committee. They are eligible for re-election but cannot act as Treasurer for more than five (5) consecutive years, finishing by December 31st of the fifth year.

QUALIFICATIONS

- Possess an aptitude for financial management and budgeting; and general accounting procedures; including, organizational, and clerical skills.
- Experience with Excel and Word.
- Experience with Unified Banking procedures, or an aptitude to learn the application of Unified Banking procedures.
- Knowledge of the Financial Policies of Girl Guides of Canada – Guides du Canada, and familiarity with the Vision and Mission of Girl Guides of Canada – Guides du Canada.
- Possess a current Police Records Check (PRC) in compliance with the National Screening Policy.

RESPONSIBILITIES

- Attend meetings of Camp Olave Management Committee (COMC).
- Maintain an Excel spreadsheet to track all current transactions of the COMC.
- Receive and deposit any money collected and payable to the COMC.
- Ensure expenses are appropriately approved.
- Present a Treasurer's Report at each meeting of the Committee.
- Prepare a monthly financial report from the Excel spreadsheet.
- Communicate with the National office using the bc-COMCTreasurer@girlguides.ca.
- Provide the Provincial Financial committee and West Coast Area and Lions Area with an annual year-end financial statement, and if requested, a copy of the COMC's long range financial plan.
- Assist in the development and administration of the Budget.
- Ensure that all pertinent information and correspondence relating to financial matters are kept on file to be available to the COMC, and to pass onto future treasurers.
- Provide advice and consultation on financial matters to the COMC.
- Liaise with BC Council Finance Committee to ensure accurate data entry, general ledger (GL) codes, and financial accountability.
- Prepare a monthly GST remittance/rebate for the provincial office, as required.
- Provide financial information for grants, as required.
- Assist with preparation of COMC event budgeting.