

Position	Board of Director, Treasurer/Assistant Treasurer
Position Reports to:	Program/Executive Director
Position Status: Volunteer	Volunteer, renewable 2-year term

Position Overview:

As treasurer, you are responsible for safeguarding Flamingo Trauma Recovery's finances. Responsible for managing the everyday activities of an organization's finances. This includes managing cash flow, paying and recording bills, maintaining a record of debt, selecting a bank and reconciling statements.

Core Responsibilities:

- **Generate Financial Reports**
- Create Budget
- Advise the Board on Financial Strategy and Fundraising
- **Manage incoming payments**
- **Deposit received funds**
- **Write outgoing cheques**
- Document all business financial transactions
- Manage formal reports and company bank statements
- Oversee and approve all financial plans or revisions to plans
- Plan and ensure adherence to the pre-determined financial budget for the year
- Ensure the protection of funds from any potential misuse by any other members of the committee

Qualifications:

- Minimum Bachelor's degree in finance or accounting
- Good understanding of derivatives, hedging, investments, bank account management, and international funds flows
- Excellent verbal, writing and report presentation skills
- High level of professionalism and demonstrated ability to handle confidential information
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong sense of teamwork
- Can operate independently and remotely from a supervisor

