

Job Description

Treasurer, Board of Directors – 2-year term

At LDAHH our mission is to provide leadership in Learning Disabilities' advocacy, education and services, and to advance the full participation of children, youth and adults with Learning Disabilities in today's society.

We are seeking a qualified individual to join our non-profit organization's Board of Directors on a part-time volunteer basis for a 2-year term.

Overview:

As a member of the LDAHH Board of Directors, the Treasurer acts in a position of trust for the community and is responsible for the effective governance and maintenance of the financial records of the organization.

The Board of Directors, as the governing body of LDAHH is responsible for:

- Setting overall direction
- Establishing long range plans
- Monitoring Human Resource requirements
- Monitoring compliance with financial and legal requirements
- Ensuring the goals and programs of the association chapter remain faithful to its mission
- Ensuring adequate financial resources
- Developing public image of the association and providing continued volunteer leadership for the chapter

Position Responsibilities:

Financial Compliance

- Maintain accurate records of the organization's financial matters
- Accountable for the tracking of all financials in Quickbooks online system including banking records, general ledger and payroll
- Reconcile the financials on a monthly basis
- Prepare monthly reports for the Board of Directors, and annual reports for Members
- Present during Board meetings and the Annual General Meeting as required
- Submit tax returns for the organization
- Complete financial forms as required for the completion of grant applications
- Liaise with external accounting firm / audit firm to ensure year end Review Engagement is completed at the end of the fiscal year
- Maintain ongoing communication with Executive Director, Board President or other designates on financial matters

Board Member Responsibilities

- Commitment to the mission of the organization
- Willingness to serve on committees
- Attendance at monthly Board meetings in Burlington, Ontario
- Attendance at Annual General Meetings in Burlington, Ontario
- Support of special events and participation in fundraising events
- Understand the Association's by-laws and policies and approve changes as required in order to ensure the successful operation of the Association
- Participate in the development of the organization's strategic plan and annual review
- Approve LDAHH's budget and vote on all matters related to the successful operation of the organization
- Approve the hiring and contract, and provide support in the evaluation of the Executive Director and other staff as required
- Assist in developing positive relations among the Board of Directors, committees, staff members and community to enhance LDAHH's mission

Qualifications:

- University degree or College Diploma in Accounting or Finance related field
- 2 or more years experience in an accounting or finance field
- Completed or pursuing designation or certification in the field of accounting or finance
- Personal experience with or understanding of learning disabilities is an asset
- Previous Board experience an asset

Required Skills:

- Excellent interpersonal communication
- Excellent written and verbal communication, ability to be concise and clear
- Ability to work independently and as part of a team
- Organized and professional
- Ability to remain discreet and ensure confidentiality is respected
- Assertive, responsible and reliable
- Patient, enthusiastic, and a positive thinker

Time Commitment:

- Hours are flexible; attendance at Board meetings on a monthly basis is mandatory
- The role requires an additional 5 hours per month above the time required for Board Meetings
- Minimum 2-year term required

Work Location: Home and 560 Guelph Line in Burlington, Ontario (Rotary Youth Centre)

Interested applicants are asked to submit a cover letter and resume by email to info@Ldahh.ca

Successful applicants will be contacted for an interview.