



872 East Hastings Street
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The board of the Strathcona Community Safety Association (SCSA) is looking for a values-aligned accounting or finance professional, with local accounting or tax experience, to join our board of directors in the role of **SCSA Board Treasurer**.

The SCSA is a registered charity and not-for-profit Society, governed by an independent, community-based Board of Directors responsible for governance of the Society, as well as supporting the operations of the Executive Director of the Strathcona Community Policing Centre (SCPC).

The mission of the SCPC is to champion safety and wellbeing in Strathcona through services and volunteer programs that offer meaningful opportunities to contribute to the community.

Role:

The Treasurer oversees the financial matters of the SCSA and ensures alignment with best practices in accordance with the Society's governing documents and legal requirements. The Treasurer ensures that effective financial measures, controls and procedures are put in place, and are appropriate for the charity.

The Treasurer role is without remuneration and requires up to four hours a month plus Board meeting times.

Responsibilities:

- Serve as an officer of the Board, as well as other committees or work teams
- Ensure financial reports are generated for distribution to the board, and that other directors are adequately informed of financial-related issues to ensure good decision-making
- Attend board meetings held every second month to report on the financial health of the organization, as well as the current financial position of the SCSA
- Liaise with designated staff (and/or contractors) responsible for the financial management of the organization, including the Executive Director
- Act as one of the Society's qualified Signing Authorities and be available for approval of office and program expenses, as well as remittances
- Responsible for doing (or making) the necessary arrangements for the following:
 - Keeping accounting records in respect of the Society's financial transactions
 - Preparing the Society's financial statements
 - Making the Society's tax filings taxes
 - Receiving and banking monies collected, as needed
- Oversee required records of the organization, including financial statements and adequate accounting records for all fiscal years

Qualifications:

- Resident of/work in the Strathcona catchment area
- Finance or accounting background with Canadian accounting or taxation experience (or currently enrolled in a professional accounting or CPA program); CPA designation is an asset
- Previous experience with a non-profit or charitable organization is an asset
- Effective written, verbal communication and presentation skills
- An understanding of and commitment to serving the needs of a diverse range of stakeholder groups and community members of Strathcona
- Personal qualities of integrity, credibility and a passion for making a difference in the communities where you live, work, and volunteer
- Working knowledge of QuickBooks software is an asset

Volunteer Assignment Location:

872 East Hastings Street, Vancouver BC, V6A 1R6

Assignment performed at this location (or via video conference); convenient to public transportation; street parking

Contact:

Dan Turvill, Executive Director

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