

Job Description

TBN Treasurer

ROLE AND RESPONSIBILITIES

- Manage the Financial Affairs of the Toronto Bicycling Network Inc.
- Bank Account - maintain and reconcile TBN's current bank account which includes ensuring that sufficient funds are moved from investment accounts to payment accounts, as needed, and approved by the Board. Deposit cheques and transfer funds from paypal on a regular basis.
- Obtain authorization from the President, or responsible Director, prior to making payments.
- Handle TBN's investments in communication with the club's Account Manager at the bank.
- Ensure the current President has full access to the Bank Account.
- Annual Budget - Prepare the annual budget in September receiving input and guidance from the other Directors. Have the Board of Directors review and approve the annual budget shortly after year end.
- Financial Statements:
 - Prepare a monthly financial report for each board meeting, showing income and expenses year to date, cash flows and updated projected budget for the fiscal year.
 - Prepare the Year End Financial Statements - Income Statement and Balance Sheet and Treasurer's Report for approval by the Board of Directors and for presentation and approval by the membership at the AGM.
 - Prepare and submit the annual T2 Short Income Tax Return to the CRA.
- Board Member Orientation - At the first board meeting following the election of the new Board members, provide a financial orientation to the full board covering all aspects of TBN's finances and each Board Member's fiduciary responsibility to ensure the financial position of TBN is kept sound.
- Maintain TBN's accounting system on Quickbooks. Pay bills and pay approved Expense Claims.
- Arrange for insurance certificates on an as-needed basis where TBN uses public facilities for picnics or organized events, e.g. to the City of Toronto for the use of Etienne Brulé Park for the Spring Kick-Off breakfast.
- Continually look for cost savings, efficiencies and improvements.
- Review the financial controls of TBN on a periodic basis. Based on TBN and outside experience, make recommendations to the Board to improve the controls.
- Attend monthly Board meetings.

QUALIFICATIONS & PREFERRED SKILLS

- Professional Accountant or Accounting Student who has hands-on experience in all aspects of the financial planning, accounting and financial reporting in a small organization (has done at least a full year accounting cycle)
- Experience in working with Excel spreadsheets.
- Familiarity with Quickbooks or similar software accounting products.

Last Updated By:	Governance Committee	Date:	July 20, 2021
Reviewed By:	Board of Directors	Date:	2021-09-23

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Approved By:	Board of Directors	Date:	2021-09-23
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