



Job Posting: **Volunteer Treasurer**

BC Nature (Federation of British Columbia Naturalists) is seeking a volunteer **Treasurer** to join our Board. We are seeking a Chartered Professional Accountant for this position. BC Nature is an umbrella society representing fifty-two naturalist clubs throughout the province. Our objectives are:

- To provide naturalists and natural history clubs of British Columbia with a unified voice on conservation and environmental issues,
- To foster an awareness, appreciation and understanding of our natural environment, that it may be wisely used and maintained for future generations,
- To encourage the formation and cooperation of natural history clubs throughout British Columbia, and
- To provide a means of communication between naturalists in British Columbia.

The Treasurer reports to the Board and is responsible for the financial management and development of the organization. BC Nature's annual budget is in the range of \$300,000. Specific duties of the Treasurer include:

1. Liaison with the Bookkeeper (Office Manager):

- Work closely with the office manager (staff) who compiles the bookkeeping. Review QuickBooks records at least quarterly and correct as necessary transactions/data file. Assist the bookkeeper in posting year-end adjustments. Act as a resource for the bookkeeper in case any accounting questions arise.
- Review the bank statements, investment statements, bank reconciliations, accounts payable and receivable listings, and deferred contributions reports prepared by the bookkeeper.

2. Financial Records:

- Prepare year-end financial statements (December 31st) for review engagement by outside accounting firm; present to Board in March and then to members at the Annual General Meeting (usually in May); respond to any questions.
- Present motion to AGM naming the accounting firm to conduct the review engagement for the following year.
- Prepare interim financial statements for the Fall General Meeting (usually late September); respond to any questions.
- Prepare quarterly financial statements for review by the Board.

- Prepare an annual budget early in the new year, together with Office Manager and/or president, for presentation to Board for approval.
- Serve as a signatory for any cheques, withdrawals or other payments. Two signatures are required and the Board appoints five possible signatories.

3. Board Duties:

- As a member of BC Nature's Board, participate in approximately five meetings by phone conference call throughout the year. Advise Board regarding financial matters.
- Receive Board emails regarding BC Nature business throughout the year; a few emails will require response re financial questions.
- Participate on the Board appointed Finance Committee.

4. CRA Requirements:

- Prepare annual T3010 charity return and submits to CRA by the due date;
- Review CRA Notice of Assessment and Disbursement Quota calculation and follows up on any discrepancies;
- Review the annual GST return and submit to CRA by the due date, bi-annually;
- Deal with CRA on any matters that arise.

If you have questions or to submit your resume, contact the Finance Committee Chair through manager@bcnature.ca