

Calgary Marathi Association

Job Description - Treasurer



Job title: Treasurer

Work Location: Calgary

Reports to: President, CMA

Full-time

Part-time

Paid

Volunteering / Not Paid

Job description:

The Treasurer is responsible for the financial supervision of the Committee's accounts to provide good governance of the club. The treasurer is the main point of contact with the bank. He/she looks after all details of the budget, managing the accounts and funds appropriately.

Duties and responsibilities:

- The Treasurer shall keep an account of the finances of the Calgary Marathi Association and present a report at each Executive Committee meeting.
- The Treasurer shall present un-audited Financial Statements of the current year to the Annual General Body Meeting.
- The Treasurer shall make sundry expenditure up to a certain limit before receiving a sanction of the Executive Committee. This limit shall be set forth by the Executive Committee at its first meeting. Such expenditures should be presented at the next Executive Committee meeting for approval.
- The Treasurer could incur expenditure over and above the set limit only under such circumstances when an Executive Committee meeting cannot be called. The consent of the President and Secretary shall be obtained before authorizing any such expenditure. The Treasurer shall report such expenditure at the next Executive Committee meeting for approval. The President, Secretary, and one half of the remaining Executive Committee members shall approve any such expenditure.
- The Treasurer shall maintain a register showing detailed accounts of income, expenditure and balance.
- The Treasurer shall insist upon receipts for expenses of more than one dollar unless such receipts cannot be obtained.
- The Treasurer shall issue official receipts for income tax purposes for donations received by the CMA during the course of the year.
- The Treasurer shall ensure that the Income Tax Return and claim for the GST (Goods and Services Tax) rebate are filed within the time frame stipulated by the authorities, and other regulatory

requirements are attended to.

- The Treasurer shall submit the completed accounts of the year to the Auditor, within 60 days of the last function of the year.
- Manage the front desk during all events, recording all collections
- Depositing money into committee's bank account, issuing cheques and creating balances
- Preparing summaries for the AGM
- Keeping backup documents of all payments, receipts and donations for personal record and for audit purposes

Qualifications:

- Have good understanding of accounts and finance
- Understanding bank transactions in Canada
- Be committed to the welfare of the community
- Any type of university degree