



## Treasurer, Executive Member Board of Management

Type of Employment:	Treasurer (Volunteer)
Time Commitment:	10 hours per month – average, with some months being busier than others
<b>Closing Date on nomination:</b>	<b>November 29<sup>th</sup> from 9:00 AM to 4:30 PM</b>

Full details on this position is attached. To apply, please submit your nomination forms to [info@downtownwelland.ca](mailto:info@downtownwelland.ca) and City Hall (BIA Mailbox). Applications must be submitted online and will be accepted until 4:30 p.m. on Thursday November 29th, 2018.

The Welland Downtown BIA is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the BIA will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of The Municipal Act and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Please see attached Job Description

## WELLAND DOWNTOWN BUSINESS IMPROVEMENT AREA

### POSITION DESCRIPTION

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

**POSITION TITLE:** Treasurer, Executive Member Board of Management

**POSITION SUMMARY:** As a board **treasurer**, you'll play an important role in improving or maintaining the financial health and success of the Welland Downtown BIA. You will be responsible for: determining financial strategy and policy, managing financial risks, monthly reports, annual audits, and more.

**RESPONSIBLE TO:** Board of Management

**RESPONSIBLE FOR:**

- Oversight and development of budgets, accounts and financial statements
- Member of the Finance and Audit Committee
- Ensure that appropriate financial systems and controls are in place
- Ensure compliance with all relevant legislation
- Ensure effective monitoring and reporting of the Welland Downtown BIA
- Prepare and present budgets at/for monthly board meetings
- Complete Executive Director T4 Slips, Canada Revenue Reports, and Salary calculations
- Oversight of annual financial audit with City Auditors

**PREFERRED REQUIREMENTS:**

- Quickbooks experience
- Experience with budgets and reports
- Position within the financial sector
- Proficient in MS Office and Excel
- Excellent financial management skills
- Outstanding communication and negotiation ability
- Well-organized with multi-tasking skills
- Able to handle stress and remain calm
- Problem-solving ability
- Degree or diploma in finance, accounting, or related background