



JOB DESCRIPTION

Position Title

Treasurer

Reporting To

President of the Board

Location

Calgary, Alberta

Hours per month

6-8 hours

ABOUT

Imagine Cities is a nonprofit organization devoted to making cities better. Better for the people in them. Better for the planet. Right now, and in the future. We focus on curating and sharing interdisciplinary research on cities to inspire innovators to push the envelopes of tired and typical approaches to solving city problems.

POSITION SUMMARY

The Treasurer is responsible for overseeing the management and reporting of non-profit finances. It is the responsibility of the Treasurer to ensure the financial stability of the organization by ensuring that proper financial records and procedures are maintained through the use of appropriate accounting procedures and controls.

The Treasurer is also responsible for the approval of all budgets, accounts and financial statements and must manage the financial resources of the organization so it meets present and future needs. The Treasurer is also responsible for creating the financial reserves policy and supports the Director of Fund Development in creating fundraising policies.

As a member of the senior management team, the Treasurer leads the Finance Committee, participates in strategic planning and budgeting initiatives in addition to problem solving. He/she works within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned.

DUTIES & RESPONSIBILITIES

- Budgeting
- Accounting and financial statements
- Reporting and analysis
- Developing and monitoring financial policy
- Managing cash flow
- Transactions and internal controls
- Supports managing grants and contracts
- Risk management
- Annual reporting, income tax filing and statutory remittances

QUALIFICATIONS

- Graduated or enrolled in a University degree or community college diploma program
- Effective oral and written communication skills
- Strong interpersonal skills, the ability to supervise and motivate volunteers
- Strong analytical and problem-solving skills
- Ability to work independently and as part of a team
- Sound computer skills including operating Google Suite
- Willingness to learn about the nonprofit sector