

MPAC Treasurer

Overview

This is a Volunteer position to lead the MPAC Finance Team. The Treasurer will keep track of all spending and submit monthly financial reports; as well as an annual report at the AGM. A 2 year commitment will be expected.

Responsibilities

Attend and report at all MPAC regular, special and Executive meetings;

Shall demonstrate ability and/or understanding of bookkeeping procedures and shall conduct business under general accounting standards,

Shall be responsible for and keep accurate and current records of all receipts and expenditures of the MPAC. Bank statements must be reconciled monthly and made available for review as requested.

Shall access all financial undertakings to ensure they are within the annual budget.

Shall be one of the three signing officers of the Executive.

Shall, with the assistance of the Executive, draft a budget and tentative plan of expenditures and present such document at the AGM.

Shall ensure that another financial signing officer has access to the books in the event of his/her absence.

Shall provide monthly financial reports, submit an annual report at the AGM and provide a year end summary at the next general meeting after the fiscal year end.

Shall ensure all bills are paid promptly.

Requirements

Financial background is an asset, but not necessary.

Extremely organized.

Able to communicate financial statements and reports in intelligible way.

Contact

If you are interested in this volunteer position, please contact Melanie Waldhaus at chair@montroyalpac.com

