



ROLE DESCRIPTION: TREASURER

Role Summary

The Board shall have full power and authority to manage and control the affairs of the Corporation and to formulate and implement its policies. In the Jamaica Association, the Treasurer is tasked with roles as listed below.

Responsibilities and Duties

1. Ensures Board & membership receives regular financial statements
 - Prepares monthly overviews of the finances of the organization
2. Works in collaboration with the President on the Association's yearly budget and other financial matters
3. Works with the Auditor for end of year financials for the Annual General Meeting
4. Internal Bookkeeping (GST/ QST preparations)
5. Review of Organization and Committee budgets
6. Fill in deposit slips for various bank accounts
7. Make deposits to various bank accounts
8. Prepare reports for Membership and Auditor
9. Signing Officer
 - Representative for the corporation and can sign cheques as well as make enquiries into matters related to the company banking

Qualifications and Skills

- Excellent teamwork spirit;
- Positive attitude;
- Strong knowledge of accounting and bookkeeping
- Ability to execute and complete tasks

Benefits

- A great work environment with potential to grow.

Terms

- 2 years

Salary

- None

Your cover letter should include the reasons why you feel that you are the best candidate for the role.