



Football New Brunswick Treasurer Job Description

Football New Brunswick (FNB) is seeking to fill the position of Treasurer. This is a volunteer position that will require approximately 2-4 hours per month.

Position Summary

The Treasurer will oversee the financial matters of FNB in line with good practice and in accordance with the governing document and legal requirements and report to the Board of Directors at regular intervals about the financial health of FNB.

The Treasurer will receive monthly financial reports from the Executive Director to be approved.

The Treasurer ensures that effective financial measures, controls and procedures are put in place, and are appropriate for FNB.

Despite the additional responsibility the treasurer has in overseeing the financial matters of FNB, all Board of Directors continue to be jointly responsible, and therefore liable, for the administration of FNB. The Treasurer would review the current financial position of FNB before it is presented to the Board or Membership.

Liaison with staff responsible for the financial management of FNB

Clerical day to day tasks such as staff payroll, paying bills, invoicing and banking will be done by the Executive Director and President.

Annual budgets will be prepared by the Executive Director and reviewed by the Treasurer before being approved by the FNB Board.

Responsibilities for the Treasurer


Oversee the financial matters of FNB

- Serve as a guide to the Executive Director and provide advice when needed
- Oversee and review budgets, accounts, management accounts and financial statements
- Ensure that proper accounts and records are kept, ensuring financial resources are spent and invested in line with FNB's policies, good governance, legal and regulatory requirements

Assume a leadership role on the Board related to financial matters

- Maintain sound financial management of FNB's resources, ensuring expenditures are in line with FNB's objectives.
- Ensure that FNB annual accounts are compliant with the CRA guidelines.
- Liaise with FNB's auditors or independent examiner, where appropriate. Monitoring and advising on the financial viability of FNB after liaising with its auditors.

Ensure all financial components are completed in an accurate and timely manner.

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- Be aware of CRA policies/regulatory requirements with respect to financial compliance.
 - Clarify confusion over financial issues related to CRA expectations to ensure financial decisions do not place FNB in a vulnerable position for sanctions.
 - Ensure all required financial records are available to support CRA reporting expectations and can be effectively transferred to the appropriate reporting lines.
 - Work collaboratively with other officers and staff to ensure the proper information is submitted to CRA in an accurate and timely manner

Qualifications

- Chartered Professional Accountant OR working towards it OR experience in a similar role
- The treasurer cannot be a board member within any of our member associations
- Strong knowledge and proficiency of Microsoft Excel
- Strong communication skills
- Proven working knowledge of banking industry rules and regulations
- Familiarity with Sage Accounting considered an asset

Position Type: Volunteer

Please send all applications to:

Josh Harris,

Executive Director, Football New Brunswick

Josh.harris@footballnb.ca

Application Deadline: December 15, 2024