



Treasurer Job Description (Volunteer)

The Treasurer is responsible for oversight and reporting of the OJLS finances and maintenance of the financial records. The Treasurer reports to the Board of Directors and works with the Accountant and the Bookkeeper.

Typical duties include:

- Check QuickBooks reports against the monthly bank statement (with the Accountant)
- Check QuickBooks entries made by the Bookkeeper for accuracy (cheques written, registration sales)
- Create Student Lists for the Principal from Square sales reports
- Provide a monthly financial report to the Board of Directors (using a report from QuickBooks Online)
- Assist the Accountant with information gathering during the yearly financial reviews (with the Bookkeeper)
- Assist with registering Students using Square during bi-yearly Registration periods (with the other Board Members)

The Accountant is responsible for preparing financial reports, filing taxes and performing financial reviews. The Accountant will also direct the Bookkeeper's duties whenever necessary. The Treasurer will assist the Accountant as needed, but does not require specific knowledge of the above items. The Board is open to considering a Treasurer / Vice-Treasurer combination to minimize the weekly time commitment, should this be of any concern to prospective candidates.

Any business, financial or accounting experience is helpful, but is NOT REQUIRED for the Treasurer position. Experience with computers, Microsoft Excel, Square or QuickBooks / Quicken or a similar personal finance program is an asset.

The successful applicant will become a member of the OJLS Board of Directors. All Board members are volunteers and do not receive remuneration.

Interested applicants can contact any Board member for more information, or send an email to info@ojls.ca or treasurer@ojls.ca.

Thank you