

Treasurer

We're looking for a Treasurer to join our dynamic team! The Treasurer is an integral member of the Board of Directors. In this role, your prime responsibility is to provide financial guidance and governance to decisions undertaken by the Board, ensuring that the Corporation's mandate to its stakeholders and donors is carried out.

About Pflag:

Pflag is York Region's LGBTQ2 support, resource and education network. We are a 100% volunteer-led organization that services one of the fastest growing and multicultural regions nationwide. Every day, our compassionate volunteers are contacted by people from all walks of life who have questions or concerns about sexual orientation or gender identity. We are there for those in need when it seems no one else is, making sure no phone call goes unanswered, and no hand goes unheld.

Reports to:

Chair of the Board (President) and Vice President

Time Commitment:

- Performing Treasurer responsibilities (1-5 hours, at home, monthly)
- Board of Directors meeting (3 hours, in-person, once a month)
- Support meeting (2 hours, in-person, once a month)
- Special events (Charity gala, Annual General Meeting, Pride, etc.)

Compensation:

This volunteer position provides great exposure and professional development opportunities, while giving back to the community.

Things You'll be Responsible for:

- Responsible for maintaining bookkeeping system (Quickbooks) with invoices paid and pending, cheques written and reviewing the financial statements to ensure completeness and accuracy
- Provide a financial status update to the Board at the monthly meetings
- Prepare annual filings with the Canada Revenue Agency (CRA) - T3010, HST returns
- Prepare the annual budget for the Corporation
- Ensure all monies received are properly controlled and deposited
- Maintain the list of all donors and coordinate the preparation of the tax donation receipts purposes

Qualifications & Requirements:

- CPA, CA designation is required
- Reliable, tenacious and innovative
- Excellent people skills
- Strong understanding of LGBTQ2 identities and issues
- At least 18 years of age



- Cannot hold status of bankrupt

Some of the Perks:

- Helping those in need
- Meeting new people
- It's more rewarding than any paycheque

Term:

The Treasurer will serve 15 months on the Pflag Board of Directors for the first term.

How to Apply:

Please send your résumé to president@pflagyork.ca. If selected, a [Vulnerable Sector Check](#) will be required.