

TREASURER

Alberta Netball Association is looking for a Treasurer to join it's Executive Board. to support our mission. Our mission is to be leaders committed to promoting, facilitating and supporting programs that foster the advancement of our netball community If you are passionate about sport and love to volunteer with a head for figure's, and would like to be a part of a non-profit we would love for you to join our team.

Over view

- Oversees all aspects of N.A. finances

Duties

- Attends monthly Executive meeting, and provides a monthly report on the financial state of the organization
- Provides financial recommendations to the Executive
- Acts as a signing authority on cheques
- Maintain online accounting software, Quickbooks
- Reconciles bank statement on a monthly basis.
- Prepare all year end financials for annual audit and AGM
- Assists in preparing the annual budget
- Prepares Financial report for submission to AGLC
- Processes payroll for employees

Other

- Submits tax forms to Revenue Canada
- Submits payroll taxes to Revenue Canada related to NA employees

Requirements

- Must be a Landed Immigrant or Canadian Citizen
- Must hold an accounting designation
- Committed to volunteering up to 10 hours per month
- Minimum one-year term
- Board of Directors experience and working with a non-profit an asset

Any interested applicants can send their resume or a letter of interest to junior@albertanetballalberta.com

This call for volunteer's will stay open until a suitable candidate is found.