

DISTRICT TREASURER

Position Summary

The District Treasurer oversees the reporting and data entry for the district council's financial account. The Treasurer is an administrative, non-voting position that oversees the accuracy of financial information so that district council can make informed financial decisions.

Role + Responsibilities

- Properly designate expenses and revenue within Unified Banking on a bi-weekly basis
- Submit any manual expenses received from Guiders within 1 week for reimbursement
- Deposit any cheques or cash received within 1 week of receipt
- Provide an up to date financial report from Unified Banking to District Co-Commissioners to forward to Guiders 1 week prior to scheduled district council meetings
- Present financial updates during district council meetings
- Maintain accurate data entry in the annual district budget, as set by district council
- Assist District Co-Commissioners in ensuring budget and annual finances follow all provincially standardized financial guidelines
- Complete year-end reconciliation
- Other tasks as communicated

Candidate Requirements

- Current adult member of Girl Guides of Canada
- Completed Unified Banking Training
- Up-to-date Police Record Check
- 7 hours per month
- Three-year term

