



Role Description - Treasurer

About AthletesCAN

AthletesCAN, the association of Canada's national team athletes, is the only fully independent and most inclusive athlete organization in the country and the first organization of its kind in the world. As the voice of over 6,000 current and recently retired Canadian national team athletes, AthletesCAN membership spans 68 sports across the Olympic, Paralympic, Pan/Parapan American, and Commonwealth Games, and those currently funded by Sport Canada competing at Senior World Championships.

AthletesCAN ensures an athlete-centered sport system by developing athlete leaders who influence sport policy and, as role models, inspire a strong sport culture, through educational resources, support, training and professional development. Follow us on social @AthletesCAN or visit AthletesCAN.ca.

Overview

The Treasurer shall be responsible for making the necessary arrangements for:

- Keeping of such financial records, including books of account, as are necessary to comply with the Not-for-Profit Act;
- Custody and control of the assets of the Corporation, including implementation of instructions of the Board as to investment of assets of the Corporation and the Corporation's banking transactions; and
- Rendering of financial statements to the Directors, members and others when required.

Specific Responsibilities

- Creating/updating financial policies and procedures
- Collaborating on the creation of budget
- Maintenance of budget through quarterly reviews
- Accounting system selection and setup
- Oversee and manage accounting procedures, financial reports, payroll systems & processes (including employee benefits, time off, etc), invoice processing, and general banking
- Taxation compliance (establish CRA numbers for GST and Payroll)
- Prepare cash flow projections and work with funders to ensure cash is available as required
- Review all funding agreements and ensure all financial reporting is complete as required
- Develop system to invoice, record, track and assign sponsorship, partnership, and VIK agreements
- Procure appropriate insurance policies



Term

April 1, 2024 - March 31, 2025

Qualifications and Commitment

- Proven experience in Finance, Accounting, Business, Human Resources, or similar
- The ability to dedicate 1 - 5 hours weekly to this portfolio
- Great attention to detail
- Experience creating/revising financial policies and procedures (e.g., expense claim procedure)
- An understanding of the Canadian Sport System, Sport Canada, Federal Funding Agreements (e.g., Sport Funding and Accountability Framework), grants, banking, the Canada Not-for-profit Corporations Act, income tax reporting, working with an auditor, Human Resource Management and Employment Standards Acts is an asset
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Applications should be submitted to info@athletescan.ca by **April 7, 2024**.

All recruitment will be conducted through **AthletesCAN.ca**, our official social media channels (**@AthletesCAN**), and our authorized email domain (**@athletescan.ca**).

If you are contacted about a position with AthletesCAN from an unauthorized account, **please do not share any personal information or engage with the sender**. AthletesCAN will not ask you unsolicited to provide this information, or to purchase anything as part of any legitimate, verified hiring process through our organization.