



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.

Position Description

Term: May 1, 2024 - March 31, 2025

Position: Treasurer

Type of Position: Officer of the Board of Directors (volunteer)

Location: Remote

Reports to: President, AthletesCAN Board of Directors

Overview

The Treasurer shall be responsible for overseeing AthletesCAN's financial operations, including risk management, cash management, financial planning and reporting. Specifically, the Treasurer will be responsible for:

- Monitoring 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

- Liaising with AthletesCAN staff regarding financial operations
- Approving financial policies and procedures
- Advising on the creation of operating budget
- Quarterly reviews of the budget



- Oversight of the accounting system, 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)
- Reviewing all funding agreements and ensuring all financial reporting is complete as required
- Approving of systems to invoice, record, track and assign sponsorship, partnership, and VIK agreements
- Oversight of insurance policies
- Manage the relationship with AthletesCAN's financial institutions

Qualifications and Commitment

- Proven experience in Finance, Accounting, Business, Human Resources, or similar
- The ability to dedicate up to 10 hours a month 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
- Bilingual (French/English) is an asset

Application Information

Interested applicants should e-mail their cover letter and resume to Erin Willson, AthletesCAN President, at info@athletescan.ca by 11:59PM ET on May 12, 2024. Please include "Application - AthletesCAN Treasurer" in the subject line.

For more information about AthletesCAN please visit AthletesCAN.ca.

We thank all those who apply. Only those to be interviewed will be contacted.

Please note that 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.

AthletesCAN is committed to ensuring our recruitment, selection processes and work environment are inclusive and barrier-free. At AthletesCAN, we celebrate and welcome the



diversity of all employees and believe that having a team of individuals with different backgrounds, views, experience and capability working together makes us stronger and better as an organization.

Accommodation is also available upon request for individuals taking part in all stages of our recruitment and selection processes. Please advise the recruiter to ensure your accessibility needs due to a disability are accommodated. Information received relating to accommodation will be addressed confidentially.