



Hoarding Disorder Foundation of Alberta

Compassion | Collaboration | Community

Job Description: Volunteer Board Treasurer

Position Summary

The Board Treasurer is responsible for overseeing the financial management of HDFFA.

Key Responsibilities and Accountabilities

- Receive all monies paid to the Foundation and deposit same in appropriate Foundation bank accounts.
- Maintain detailed records of all funds received and disbursed.
 - Reconcile Bank Statements and General Ledgers.
 - Write cheques and make e-transfers as required for accounts payable.
 - Track taxable donations and issue Tax Receipts as required by law.
 - Maintain detailed records of any grant monies received and spent to ensure they are used appropriately within the grant guidelines.
- In conjunction with the Board Chair, develop and present yearly Operating Budget to the Board and AGM and monitor the budget process.
- Ensure HDFFA complies with all provincial/federal laws and regulations.
- Prepare yearly Financial Statements, specifically Statement of Revenues & Expenses and Statement of Assets Liabilities and any other Financial Statements as required.

Qualifications

Education

- Formal training in accounting from a recognized University or College. An accounting designation would be preferred.

Knowledge Skills & Experience

- An excellent working knowledge and good ability to work in a variety of Microsoft office programs, in particular Excel – proficiency in spreadsheet programs to manage and analyze data.



- Current, up-to-date knowledge of standard accounting practices.
- A Minimum of 2 years working experience working in an accounting or bookkeeping capacity.
- Experience working as a Treasurer in a non-profit organization would be an asset.
- Some understanding and/or life experience with Hoarding Behaviours would be an asset.

Key Competencies for Success Volunteering with HDFA

Integrity & Trust Adheres to a set of core values and beliefs that align with HDFA's commitment to inclusiveness and diversity and acts in line with those values. Is trusted; is a truthful individual; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

Compassion & Empathy Attends to and validates expressed emotions, seeks to understand participants' perspectives, and shows genuine concern for their needs. Shows positive regard to all group members. Uses positive, affirming and encouraging statements and facial expressions.

Organizational Skills Excellent planning, coordinating, time management, and organizational skills; including making good use of time and resources and sorting out priorities.

Communication Has the capacity to interact effectively with other people both on a one-to-one basis and in group settings, including understanding and responding to the needs of others in a professional manner.

Collaborative Mindset Works to achieve the common goals of HDFA, by sharing ideas, information, challenges, and successes.

Continuous Learning Commitment to seeking new knowledge and skills, as well as developing existing capabilities. Taking advantage of opportunities for professional development, seeking feedback on both style and performance, learning from others and gaining valuable lessons from successes and mistakes.

To Apply for this position please submit your Resume and covering letter outlining your interest in the position to:

Hoarding Disorder Foundation of Alberta

Attention: Marjorie Keay, Board Chair

@hoardingdisorderfoundation@gmail.com

