



# Billy Bishop Museum

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## **Treasurer:**

As an Officer of the board, and a member of the Board's Executive Committee, the Treasurer has a **designated role in overseeing the financial matters of the board** and ensuring other directors are adequately informed of financial related issues to ensure good decision-making.

The treasurer will make sure that effective financial measures, controls and procedures are put in place, and are appropriate for this not-for-profit organization.

## **Responsibilities:**

Oversee, and present budgets, accounts, management accounts and financial statements to the board of directors.

Ensure that proper accounts and records are kept; confirming financial resources are spent and invested in line with the organizations policies, good governance, legal and regulatory requirements.

Develop and implement financial, reserves and investment policies.

Maintain sound financial management of the organizations resources, ensuring expenditure is in line with the organizations objects.

Implement and monitor specific financial controls and systems in place, making sure that they are consistently being adhered to.

Advise on the financial implications of the organizations strategic plan.

Where the organization has an internal audit function, the treasurer will be required to work closely with the internal audit team member.

Liaise with the organizations auditors or independent examiner, where appropriate. Monitoring and advising on the financial viability of the organization after liaising with the auditors.

Contribute to the fundraising strategy of the organization.

Attend scheduled Board of Directors meetings, Strategic Plan meetings and Annual General Meeting.

## **Experience:**

Aptitude for Organization; attention to detail, timeliness in completing tasks.

Basic Accounting Skills; financial literacy, clear and accurate record keeping.

Experience in dealing with large sums of money and budgets.

Experience of financial control and budgeting.

Critical thinking and a willingness to ask questions.

Please forward a Cover Letter and Resume to:

**Gloria Habart, Board Chair**

Billy Bishop Museum

948 3<sup>rd</sup> Avenue West

Owen Sound, ON N4K 4P6

**OR**

**Email in PDF format to:**

[ghabart@owensound.ca](mailto:ghabart@owensound.ca)