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cartyhouse.org

OPEN POSITION: BOARD TREASURER

Description

Carty House is a registered charity that provides transitional housing and support to refugee women in Ottawa. Carty House is an operational Board and expects active participation from Board members. Reporting to the Board Chair, Board members provide oversight for programs and services, human, financial and physical resources, and promote Carty House within the community.

Carty House is currently seeking a passionate and committed individual to serve as Board Treasurer, an executive and voting member of the Board of Directors. The treasurer will offer guidance to the Board of Directors to ensure good fiscal planning, decision-making and oversight at a governance level.

General Board Member Responsibilities

- Available to attend monthly board meetings (currently held every 4th Thursday from 6 pm to 8 pm EST, virtual format for now - may eventually switch to in-person)
- Able to commit at least 10 hours/ month to the board
- Available to serve 2-year term
- Interest in supporting newcomers/refugees
- Take on tasks to help ensure Carty House long-term development and financial sustainability
- Keep abreast of legal, regulatory and sector developments
- Willingness to participate in org activities and events
- Openness to learning
- Ability to work effectively, professionally, and collaboratively

Board Treasurer Responsibilities

- Attend monthly board meetings and others as needed
- Oversee the development of high-level financial policies and their review by the board
- Assist in the preparation of the annual budget and its presentation to the board for review
- Ensure that the appropriate monthly or quarterly financial statements are reviewed by the board
- Ensure that the board regularly monitors the organization's financial performance and alerts it to any important discrepancies between planned and actual figures
- Ensure that the organization maintains appropriate financial books and records and that these are accurate and up to date
- Ensure that government tax filings and remittances are submitted on a timely basis
- Ensure that payroll and other liabilities are settled in a timely manner
- Serve as a co-signer of cheques

- Verify that donations are handled appropriately and that grants and service delivery contracts are accounted for in accordance with the requirements of funders
- Ensure that excess funds and reserves are properly held/invested
- Meet with the external auditor annually, or more often if needed, to identify any financial control and record keeping problems or deficiencies and oversee action by the Board Chair to address them
- Recommend to the board the need for a review or renewal of the auditing services provided
- Assists the Board Chair with the presentation of the annual report
- Present or co-present the organization's financial report and recommend appointment or reappointment of auditor at the Annual General Meeting
- Helps keep the board informed of important financial events, trends, and issues relevant to the organization

Qualifications

- Commitment to the organization's mission and strategic directions
- An understanding of, and experience with, good financial management and reporting practices
- An appreciation of the kind and level of financial information needed at a board level to support decision making
- An ability to commit the time required to fulfill the responsibilities described
- A professional accounting designation is an asset

Committee Membership

The treasurer is automatically a member of the Executive Committee and will act as chair of the Finance Committee.

If you would like to be considered for this opportunity, please provide your résumé and a cover letter that highlight your qualifications and experience to Communications@CartyHouse.org. Applications will be accepted until the position is filled.

Carty House is committed to serving female refugees and empowering them to take the lead in their own lives. In doing so, we recognize the systemic barriers faced by women and minority groups, including BIPOC, LGBTQ+ and immigrants. As such, Carty House encourages qualified applicants from these groups to apply to the Board of Directors, to amplify the voices of individuals from marginalized groups and reflect the lived experiences of the people we serve.