



OTTAWA STORYTELLERS

Job Description: Treasurer

THE REQUIREMENT

Ottawa StoryTellers (OST) is seeking a **volunteer Treasurer** who will take responsibility for OST finances beginning in March 2024

The Treasurer is on the Board of Directors and is responsible for the organization's financial management. More specifically, the Treasurer is responsible for:

- Overseeing the management of funds and securities of the Corporation
- Ensuring the keeping of complete and accurate accounts of all assets, liabilities, receipts, and disbursements of the organization
- Reviewing financial statements and presenting them to the Board of Directors as requested and at the annual general meeting of members

THE ORGANIZATION AND OPPORTUNITY

The mandate of OST is to promote the art of storytelling in the community, nurture and inspire both beginning and experienced storytellers, and provide tellers and listeners of all ages with opportunities to come together to share and enjoy stories.

OST is primarily a volunteer organization with one almost full-time paid Managing Artistic Director (40% administration, 60% artistic direction). The M.A.D.'s financial duties include handling receivables and payments, issuing receipts, keeping a log of transactions, including those eligible for GST/HST reimbursement, and submitting forms with Revenue Canada. OST receives funding from the City of Ottawa, Canada Council for the Arts, Heritage Canada, and the Ontario Arts Council.

OST operates with a nine-person working Board, and there is also a solid core group of volunteers who take on tasks as required. This is an excellent opportunity to learn about a vibrant art form and its artists and to work with dynamic and dedicated volunteers from all walks of life.

DUTIES

- Directing and assisting the M.A.D. in the maintenance of accounts
- Presenting the financial position of the Corporation at Board meetings, the Annual General Meeting and providing financial information in support of grant applications and ad hoc requests
- With the M.A.D, leading the creation of the annual budget for approval by the Board of Directors and presentation at the annual general meeting
- Preparing government-related submissions: annual Registered Charity Return, HST rebate, T4's and T4 summary, record of employment form whenever an employee leaves OST, etc.



- Attending Board and annual general meetings
- Reviewing financial information in support of grant applications and ad hoc requests
- Preparing payroll amounts (gross pay, net pay, EI and tax deductions) on an annual basis and whenever needed, such as a change in the rate of pay, new hiring, or changes in deductions
- Submitting the end-of-year accounts and statement of adjustments for an annual review engagement

The above duties require about 100 hours a year, including attendance at meetings of the Board of Directors (every six weeks) and the Annual General Meeting;

QUALIFICATIONS AND EXPERIENCE

- Experience in financial administration, record keeping, and preparation of financial statements, including knowledge of Excel - essential
- An accounting designation (CMA, CGA, CA) - desirable but not essential
- Good organizational, interpersonal, and communications skills
- A strong commitment to collegial, community-based work

MORE INFORMATION and HOW TO APPLY

More information about Ottawa StoryTellers and our various activities can be found on our website at www.ottawastorytellers.ca. More information about this position can be obtained by contacting mad@ottawastorytellers.ca

Please send a letter explaining your interest and a resumé by **Friday, March 22**, to Ottawa StoryTellers at mad@ottawastorytellers.ca

March 1, 2024