



## POSITION DESCRIPTION

- Title:** **Accounting Director**
- Authority:** The Accounting Director is a member of the Board of Directors and the Executive Committee. General responsibilities and authority includes the interpretation of the Bylaws, responsibility for the trusteeship of the wellbeing of the Society, responsibility for policy development, and ensuring the efficient and sustainable operation of the Society.
- Term:** The **term of office** will be two (2) years and such elections will be staggered. The Treasurer will be elected in odd numbered years.
- General Board Duties:**
- Attend all Board of Directors, Executive and/or General Meetings.
  - Be familiar with the Society Bylaws and Policy and Procedures.
- Position Duties:**
- Receives all monies on behalf of the Society, issues receipts where applicable and deposits funds to the authorized chartered financial institution(s).
  - Pays all approved accounts and keeps receipts and vouchers.
  - With a second signer, signs all invoices, cheques, debentures and other documents pertaining to the finances of the Society.
  - Reports the financial position at all Board of Directors meetings.
  - Prepares financial reports and provides backup documentations for submission to the auditor/reviewer.
  - Presents the audited/reviewed Annual Financial Report at the Annual General Meeting in accordance with Society Bylaws.
  - Prepares a draft annual budget for the Board of Directors for approval for presentation to the membership at the Annual General Meeting.
- Qualifications:** Must be a member of the society, in good standing.  
Must pass a Police Information Check.
- Skills:**
- ~ Have strong organizational skills
  - ~ A designation of accounting proficiency or proven proficiency in accounting practices including computerized record keeping.