

Candidate Profile: CAFII Treasurer

The following are the desired skills, attributes, experience, and related qualifications sought in candidates for the position of CAFII Treasurer:

- strong numeracy and financial literacy skills
- familiarity with accounting. Able to read, understand, and interpret financial statements
- strong monitoring orientation and attention-to-detail
- good presentation skills, especially for reporting to the EOC and Board on year-to-date financial results versus budget; and on the Association's financial reserves
- available to attend most EOC and Board meetings to present financial reports. Attendance may be either in-person or by virtual platform; however, for those meetings which are in-person only or hybrid, in-person attendance by the Treasurer, as an Officer of the Association, is preferred.
- experience in the development of annual operating budgets; familiarity with budgeting for an Association or similar non-profit organization is an asset
- available to work intensively during the mid-October through early December period each year on development of CAFII's operating budget for the subsequent year
- some experience/familiarity with the annual audit process for non-profit organizations, and in working with external auditors
- reasonable level of availability and flexibility to be a signatory on CAFII cheques, in keeping with the Association's Cheque Signing Authority Policy. (This is an irregular, occasional need only, as CAFII has transitioned to handling most payments via an electronic approval and deposit system, and only uses physical cheques infrequently)
- a collegial nature, as must be able to work co-operatively with other CAFII volunteer leaders; the Co-Executive Directors; the Administrative Co-ordinator, Controller, and President at Managing Matters; external auditors; and other suppliers and stakeholders in the overall stewardship of the Association's financial affairs

Estimated Time Commitment:

Monthly (4 hours)	Quarterly (3 hours)	Annual (5 hours)
<ul style="list-style-type: none"> - Review expense reports - Review monthly financials - Release ad-hoc wire payments - Participate in monthly EOC Meeting 	<ul style="list-style-type: none"> - Participate in quarterly Board Meetings - Review and prepare for Board Meetings 	<ul style="list-style-type: none"> - Review and assist in setting annual budget - Participate in annual KPMG audit process - Annual Meeting of Members