

ATHABASCA DANCE SOCIETY
Job Description

Treasurer

1. Serves as a member of the Athabasca Dance Society (ADS) executive and attends all meetings as required by our by-laws.
2. Provides monthly accounting reports to the executive on the financial state of the Athabasca Dance Society, from the information provided by the accountant.
3. Acts as signing authority, along with the President and Secretary, for cheques and other documents.
4. Retrieves the Athabasca Dance Society postal mail, once a week, from the Dance Studio Hallway locked mailbox and distributes this postal mail appropriately.
5. Receives and deposits all monies, as required monthly, to either of the two banking accounts.
6. Receives and deposits the Post-dated dance registration cheques, as required monthly, to the Dance Society General banking account.
7. Disburse monies by issuing cheques, as required monthly, (Paying dance studio rent, bills and payroll) from either of the two Dance Society banking accounts.
8. Collects any Chargebacks and NSF fees as required and deposits them to the Dance Society General banking account.
9. On the last Thursday of every month, the Treasurer is responsible to collect the Payroll timesheets at the Dance Studio, calculate, process and issue pay cheques before the end of that month. Completed payroll timesheets will be placed in either the "Treasurer File" in the locked filing cabinet in studio 1 or in the locked mailbox in the Dance Studio Hallway.
10. Prepares and provides filing of necessary financial reports in relation to all grant disbursements and applications for funding, with the assistance of the Fundraising Director.
11. Assist with the accountant, the preparation of the Athabasca Dance Society annual return.
12. Prepares a yearly budget for the Athabasca Dance Society and submits to the Executive for review and at the yearly Annual General Meeting for final approval.

13. Liaises and provides all receipts, cheque stubs, deposit slips and paperwork to the Athabasca Dance Society's accountant for the monthly accounting process.
14. Prepare and provide by postal mail, twice per year, and signed by two authorized signatures (Treasurer, President or Secretary), the income tax receipts issued to Athabasca Dance Society members for Children's Fitness Tax Credit for personal income tax purposes.
15. Maintain the Athabasca Dance Society confidential files in an accurate, professional and organized manner.
16. Assist with the accountant, in the preparation of the year end audit and ensures that a members audit is completed.
17. Requires an RCMP Security Check with 30 days of assuming the position.