**Group Treasurer Job Description**

**Accountable To:** Group Commissioner

**Scope of Position**

The Group Treasurer has a leadership and watchdog role over the Groups financial management, working closely with the Group Commissioner and the Group Committee to safeguard the Groups finances.

**Responsibilities**

* In conjunction with Group Committee members, ensure financial compliance with Scouts Canada By-Laws, Policies and Procedures.
* General financial oversight. Effectively and regularly record, maintain, plan and explain all financial matters pertaining to the Group.
* Work closely with the Group Registrar to ensure that the annual registration process and all demographic updates are completed in a timely manner.
* Be one of the principal signing officers for the Group.
* Prepare the financial records for the Group Annual Review (External Audit).
* When the Group financial records are submitted for the annual external audit function, the Treasurer will be required to work closely with the external auditor and immediately advise the Group Committee of any discrepancies found.
* Perform the annual external audit of the Venturer Company financial records.
* Ensure that all Group deposits are conducted in a prompt manner.
* Ensure that all expenses to be paid and reimbursements to members are conducted in a prompt manner.
* Reconcile bank statements
  + Verify all amounts on the statement with amounts noted in the checkbook.
  + Add any deposits not noted on the statement.
  + Deduct all outstanding checks not yet cashed.
  + Ensure all Section financial allocations are correct
* Complete all required Scouts Canada membership training and requirements within a 30 day time frame.

**Membership**

* Create, provide and encourage opportunities for growth within the Group.
* Actively promote Scouts Canada to youth and adults who are not involved or members of the organization.

**Communications**

* Regularly report the financial status of the Group to the Group Administrator (Vice Chair) and/or Group Commissioner.
* Prepare and present monthly financial reports to the Group Committee encompassing all areas of the Group finances
* Produce the audited financial report for release.

Note: The term “audit”, when applied at the Group level, simply means to have an impartial third party review the financial records of the Group.

**Program Support**

* Provide assistance and leadership to the Section leaders in the development of Section budgets.
* Assist the Fundraising Coordinator, when required, in the development of fundraising goals, action plans and the implementation of these goals and plans.
* Coach/Mentor and assist the members of the Group in attaining competency in their financial management.
* Prepare for and participate in, the Group Annual Review; paying particular attention to all financial and fundraising matters.
* Identify/encourage external resources as required by the Group Commissioner so that the Group’s annual goals can be achieved.
* Provide support to the Group Commissioner as required in the preparation and approval of budgets.

**Qualifications**

The ideal candidate will have the following:

* Registered as a member of Scouts Canada.
* A background in finance.
* Excellent organizational skills
* Knowledgeable and proficient in GAAP (Generally Accepted Accounting Principles)
* Proficient in computer based accounting programming and Microsoft Office Suite
* Effective interpersonal skills.
* Demonstrated knowledge of VRAD (Volunteer Recruitment and Development) process.