



Heritage Ottawa Treasurer Job Description

Routine Tasks

Monthly

- Processing payments
 - Primarily e-transfer, but also credit card (e.g., rent, Zoom) and very occasionally, cheques
- Assembly of accounting information for bookkeeper
 - Bank, credit card and payment platform statements along with folders of receipts and invoices paid
- Financial updates for Executive Committee and Board of Directors (statements quarterly)

Quarterly

- Review of bookkeeper reports (financial statements)
- Share credit card statements with designated board director for review

Annual

- Audit :
 - Assembling information for auditors and responding to their questions
 - Chairing meeting of Finance and Audit Committee to review draft audited statements with auditor representative
 - Presentation of draft statements for approval by Board of Directors
- Annual General Meeting (present financial report)
- Budget preparation – support to VP Development

Periodic (i.e., less regular but to be expected)

- Issuance of invoices
- Managing portfolio of term deposits
- Review of chart of accounts and other finance presentation formats relative to needs and desires

The retiring treasurer will be available for support and training purposes, as needed. A more detailed description of tasks is available upon request.