



TREASURER

Job Description (Article 10.2 of Bylaws):

The Treasurer shall have the custody of the funds and securities of the corporation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the corporation in the books belonging to the corporation and shall deposit monies, securities and other valuable effects in the name and to the credit of the corporation in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the board of directors from time to time. He or she shall disburse the funds of the corporation as may be directed by proper authority taking proper vouchers for such disbursements, and shall render to the directors at the regular meeting of the board of directors, or whenever they may require it, an accounting of all the transactions and a statement of the financial position, of the corporation. He or she shall also perform such other duties as may from time to time be directed by the Board of directors.

Primary Responsibilities:

- manage the assets of LWB in accordance with the by-laws and good practice established by the Director of Finance (DoF)
- maintain a bookkeeping system; ensure regular and accurate bank reconciliations
- prepare and send financial reports to the DoF or Co-Executive Directors (CEDs) upon request
- collaborate with the DoF in developing and reviewing financial policies
- review and authorize with CEDs all expenditures
- ensure timely reimbursement of funds for approved expenditures
- locate and recommend annual auditor; submit all financial records to auditor for review
- receive all donations, keep track of donors, and send thank-you letters
- prepare annual financial report in collaboration with the DoF
- prepare and monitor budgets for specific projects and fundraising initiatives with the CEDs, DoF, and Program Managers
- attend monthly LWB Executive Officer meetings (via web or teleconference)

Qualifications:

- must be an LWB member living in Canada, most preferably Ontario
- a willingness to devote the necessary time and effort to the position
- access to a computer and experience using spreadsheets
- financial management or bookkeeping experience preferred
- attention to detail and an ability to keep accurate records
- experience and familiarity with the work of Librarians Without Borders
- ability to work effectively as a team member

Time Commitment:

- expected to commit on average 8-10 hours per month to LWB work
- one-year term, commencing the day of election at the AGM

Benefits:

- gain voting rights on the LWB Executive team
- experience managing finances of and developing policies for an organization
- assume a key role in developing and impacting the organization
- be a part of an active community sharing similar interests to your own

To Apply:

- Send a brief statement of interest (max 1 page) including your resume to nominations@lwb-online.org on or before July 17, 2015
- *Note:* Candidate summaries will be disseminated to the membership in the AGM package prior to the AGM and Executive Officers will be voted into office by LWB members who attend the AGM and those who have voted by proxy