



Position: Part-time Volunteer - Treasurer

Location: ON – Durham Region

Date posted: December 17, 2006

The Treasurer is an officer within the Chapter Leadership Council. The successful candidate will have the ability to anticipate the financial needs of the chapter; possess a high degree of initiative; and enjoy working independently.

Essential Functions:

- Bank reconciliation.
- Liaise with Provincial Office in respect to financial functions.
- Maintain financial records and prepare annual reports for the chapter.
- Prepare management reports as necessary.
- Prepare annual budget and financial plan
- Management of cash flow and investments.
- Assist in preparation of grant applications.
- Prepare payroll (in future).
- Attend subcommittee meetings as necessary at various locations around Durham Region.
- Must be accessible by email to address issues between meetings.

Qualifications:

- Post-secondary education in accounting or equivalent experience.
- High degree of initiative and the ability to work independently.
- Must be proactive with the ability to anticipate the financial needs of the chapter.
- Excellent presentation and communication skills.
- Must be familiar with the mission and purpose of the chapter.
- Expertise in Excel is required.

**If you are interested in this volunteer position,
please contact our Volunteer Coordinator:**

autismdurham.volunteer@Gmail.com

We thank all applicants for their submissions. We will attempt to match all potential volunteers to meaningful and rewarding roles that are best suited to them.

AutismONTARIO - **Durham Region**

Realize Community Potential Program Office & Chapter Mailing Address

21980 Highway 12, Sunderland, Ontario L0C 1H0 CANADA

Toll Free Phone/Fax 1-866-495-4680 • Email durham@autismontario.com