

Treasurer – Volunteer

Junior Black Achievement Awards Society (JRBA), Coquitlam BC, Canada (Remote)

About Junior Black Achievement Awards Society

The Junior Black Achievement Awards Society is a Black-led non-profit dedicated to empowering Black Youth and their families through training, recognition, and access to education. We aim to amplify the Black community in British Columbia and approach issues from a progressive and decolonial approach by highlighting Black excellence in writing, speech, performing and visual arts, social justice, civic engagement, community, sports and more. We operate on the traditional, ancestral and unceded territory of the k^wik^wəłəm (Kwikwetlem First Nation). We thank the k^wik^wəłəm, s^qəciyaʔt təməx^w and Coast Salish Peoples who continue to live on these lands and care for them, along with the waters and all that is above and below enabling the Junior Black Achievement Awards Society to work with young people across what is now called British Columbia.

Joining our organization entails connecting with members of the Black Community in British Columbia to empower the youth (11-19) of African descent and furthering community connectivity and awareness. While the Junior Black Achievement Awards Society is entirely volunteer based, we aim to make this experience as reciprocal as possible by providing opportunities for professional growth and capacity building.

Learn more at www.jrbaa.org.

About the position

The Junior Black Achievement Awards Society is looking for an eager individual interested in contributing to the overall success of the Black community in British Columbia. We are particularly looking for a self-motivated individual with excellent leadership and accounting skills.

As the Treasurer, you will oversee the financial matters for the JRBA Society in accordance with the Society's by-laws and legal requirements, as well as report to the board of directors at regular intervals about the Society's financial health. Finally, this is a leadership role, and you will be tasked with overseeing a team of volunteers who will assist you with these projects.

This is a volunteer and fully remote position, requiring 5-7 hours per week.

Responsibilities

- Be an Executive Officer of the Board of Directors
 - Officers are registered with Revenue Canada, and the bank will perform a credit check for all signing officers.
- Collect all monies for the Society and deposit them in the Society's bank account.
- Record all receipts and disbursements.

- Issue cheques, co-signed by another Executive Officer, for financial obligations incurred by the Society, as approved in the budget, or by vote of the membership with a receipt.
- Prepare and present an itemized statement of receipts and disbursements for the Society for each Board meeting and the financial statement for the Annual General Meeting.
- Submit books and financial statements for audit at the close of the fiscal year at the request of the Board of Directors.
- Assist the Budget committee in preparation of the annual budget.
- Serve as an Ex-officio of the Budget committee.
- Make the Society's tax filings.
- When required, assist in the selection of the Auditor, and meet with them as needed.
- Perform other duties as may be required.

Qualifications

Experience, education, and training

- Education in basic accounting with the willingness to learn more
- Previous experience as an accountant or Controller, especially in the non-profit sector
- Knowledge of CRA policies and procedures for tax filing purposes
- Passionate about affairs related to folks of African descent, accessibility, and equity

Abilities

- Excellent written and verbal communication skills
- Excellent leadership skills and the ability to take initiative and work with minimal supervision
- Strong interpersonal skills and the ability to work in teams
- Critical Thinking
- Strong organizational and management skills
- Proactive, flexible, and positive when presented with a new task or challenge
- Knowledge of and a firm understanding of the Society's bylaws.

How to apply

- Please send your resume and cover letter to info@jrbaa.org
- Deadline: August 1, 2022