

## **Financial Agent**

The Financial Agent shall:

1. Keep full and accurate accounts of all receipts and disbursements of the Association in proper books of accounts;
2. Be responsible for creating and getting the approval of the Board, and annual budget prepared from information provided by the Executive and the Directors of the Board;
3. Obtain approval of the Board for all disbursements that are not covered by the annual budget, ensuring that there are proper references to the minutes for each of the said payments;
4. Prepared and have approved by the Board at each meeting, a monthly financial statement showing the financial position of the Association;
5. Ensure that all books of account are open to inspection or audit as directed by the Board;
6. Prepared an in depth financial statement to be presented to members at the Annual General Meeting; and,
7. Serve as the contact with the National Office regarding financial transactions of the Association, including but not limited to memberships, contributions and payment for supplies. The Financial Agent shall reconcile funds returned from the Nation Office to the Constituency against the contributions and memberships that have been submitted through the Constituency.
8. Have a working knowledge of CIMS and Elections Canada software including Quick Tax.

**Note:** The Chairs of the various Committees are responsible for preparing their proposed budgets and submitting them to the Financial Agent, who in turn will submit them to the Board for approval through the Executive. Once approved, they will be incorporated in the Association Annual Budget. The Financial Agent is responsible for following the budget in the conduct of financial activities on behalf of the Board

### **Time Commitments:**

Time allotted for this position is 20+ hours week