

**Treasurer – Job Description**  
**Term: 2 years**

Attend all regular monthly meetings and Annual General Meeting. If unable to attend a report must be presented to the President for the meeting(s).

Maintain good standing for signing authority on all bank accounts. (Two signatures required.)

Present “Treasurer’s Report” at each monthly meeting.

Pay all incoming invoices in a timely fashion to avoid late payment penalties. (Do not make payments to anyone without a detailed receipt of expenditures.)

Collect hour reports from paid worker(s) and prepare payroll cheques. Payroll is processed monthly with a wage advance mid-month.

Prepare and submit remittances to the Receiver General of Canada for payroll source deductions.

Prepare T4 & T4 Summary.

Prepare Records of Employment.

Prepare estimate and actual Workers’ Compensation reports as required. Pay required premiums.

Reconcile & balance monthly bank statements.

Enter all West Park Community Association information onto the lap top as supplied (currently by the president).

Obtain approval from Alberta Gaming and Licensing Commission for ALL expenditures through the Casino Account.

Retain a “Casino Account File” with copies of both bank statements and invoices/receipts for reporting to the Alberta Gaming and Licensing Commission.

Prepare end of year reports: Trial Balance, Balance Sheet and Profit & Loss Statement.

Prepare and do bank deposits as required.

Minimum requirements to fill the position of WPCA Treasurer:

1. Must possess a fundamental knowledge of record keeping and accounting practices as detailed above.
2. Must be competent in the use of Microsoft Excel, Microsoft Word and PDF documents.
3. Must be comfortable with online communication and the use of internet tools to complete treasurer tasks.
4. Must be trustworthy, responsible and accountable in the execution of their duties.