



Oshawa Art Association Inc. Treasurer ~ Job Description

Summary: to manage the financial processes for the Oshawa Art Association (OAA).

This is a paid position.

Duties & Responsibilities:

All banking procedures including:

- Receiving all payments and making deposits as required. Stamp the back of each cheque with the OAA deposit stamp;
- Receiving and reconciling all Square/Stripe payments;
- Receiving and making payments by e-transfer;
- Issuing and mailing (or delivering) cheques as per instructions of the Executive Board/President; obtain co-signature (2 out of 3 required);
- Keeping accurate, up-to-date records of all financial transactions, post all receipts and disbursements in QuickBooks with details of each transaction including all bank charges and credit memos;
- Reconciling QuickBooks for each bank statement when received and following up on any outstanding items;
- Providing financial report updates for every Executive meeting through email or paper copies;
- Producing summaries for the year as soon as possible after the official year end (Dec. 31st) total and balance G/L, Statement Profit and Loss.
- Providing QuickBooks information to OAA accountant for year-end financial statements.

Meeting room rental:

- Receiving/reviewing statements from Corporation of the City of Oshawa, keeping track of current outstanding amounts, issuing cheques as required.

Fall & Spring Art Festivals:

- Procuring appropriate cash floats by the day before the event(s);
- Dividing up into each day's allotment and giving to the person in charge of the cash desk the day before at end of each day's sales, taking all receipts from the register (including float) and providing new float envelope for the next day;
- Counting, recording all sales for each day a making deposit(s). Coins must be rolled;
- Comparing total of sales invoices to amounts deposited. They must agree and if not, the reason recorded;
- When computer reports are ready, checking the information, reconciling to the total of deposits made and sales invoices total. If they are different comparing to the inventory sheets provided to determine and correct errors;
- Issuing artist' payments, getting co-signatures, mailing/distributing cheques with individual statement of sales.

Other Duties:

- Renewing any OAA Investment Certificates per instructions from the Board of Directors;



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- Reordering cheques and depositing books as requires;
- Storing all financial records for a minimum of 7 years.

Authorities:

- This is an appointed position with no voting privileges;
- A co-signer on cheques and legal documents.

All purchases will be reimbursed with receipts.

Every Director and Officer in exercising such person's powers and discharging such person's duties shall act honestly and in good faith with a view to the best interests of the Association and shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Every Director and Officer of the Association shall comply with the Act, the Regulations, Articles, By-laws and policies of the Association.

General Qualifications & Skills:

- Basic knowledge of Microsoft Excel for processing financial records;
- Basic knowledge of Microsoft Outlook for email;
- Good knowledge of QuickBooks for recording;
- Good knowledge of Square/Stripe for processing payments.

Revision History

Revision Date	Changes Made	Reason for Change	Approved by
22-Sept-10	Created Job Description	To establish roles of the OAA Executive	Ron Blackwell
10-Jan-18	Revised to include responsibility and authority (incomplete)	To comply with new By-Laws	Ron Blackwell
24-Jan -21	Updated and finalized job description	To finalize job description	Karen Coyle