



Multiple District C Council Treasurer Position Available

QUALIFICATIONS

Education/experience - should have past experience as an accountant/bookkeeper and have experience in using electronic accounting programs specifically Sage 50; have professional and responsible skills in business administration, public relations, and management

Abilities/knowledge - considerable knowledge of the organization structure, policies, activities, and programs of Lions Clubs International as well as that of MDC

Ability to plan, lay out, and direct the financial services as they relate to MDC

Ability to communicate effectively orally and in writing

Ability to motivate; and

Ability to develop and maintain effective working relationship.

FUNCTION

The primary purpose of the MDC Treasurer is to direct and coordinate the financial services at the Multiple District level by carrying out directives as issued by the Council and performing such other functions as required by both the Multiple District Constitution and By-Laws and the MDC Policy Manual.

RESPONSIBILITIES

Carries out all assignments under the direction of the Council as are required in the performance of duties that pertain to such office.

Carries out the efficient financial administration of MDC Headquarters, including keeping of all necessary financial records.

Is responsible for twice yearly invoicing, crediting the MD Life members from the former MD37, and collecting MDC dues.

Pays all bills (any one of the three approved MDC signing authorities, signing the cheque). The three signing authorities are the MDC Treasurer, the MDC Council Chairperson, and the MDC Vice Council Chairperson.

Maintains a proper and accurate set of books on all MDC accounts.

Sees that the MDC Chairpersons operate on a budget and keep within their budgets.

With assistance from the Vice Council Chairperson, prepares a budget for Council approval and maintains the month-to-month expenditure budget.

Prepares and distributes the financial reports to Council one week prior to each Council Finance meeting for review.

Must receive a budget from all MDC committees and approval for said proposed budget by the Council before issuing any monies.

Shall receive and account for all funds and expenditures of the MDC Convention and Regional Lions Leadership Institute.

Shall receive and account for all funds and expenditures of any LCI or LCIF Grants.

Summarizes the total financial picture with MDC Committee Chairperson after their function is over.

Receives funds from the sale of pins, accessories, etc., properly recorded, reports profits, and pays taxes, if applicable.

Makes recommendations for improving control of expenditures and income for a more efficient operation.

Makes sure all bank deposits for all accounts are properly accounted for. Transfers funds to proper accounts as required, so money will earn as much interest as prudently as possible.

Is the custodian of all MDC funds, LCI and LCIF grant funds

Prepares and distributes the financial reports to Council by the 10th of each month.

Arranges for the banking and disbursement of funds.

The MDC Treasurer shall be an ex-officio member of Council and of all MDC Committees

Applications will be accepted until close of day on June 1, 2021

Please include the following with your application:

- a cover letter outlining your qualifications and past experience
- why the position interests you
- 3 references

E-mail application to: VCC Cathy Anderson at canderson53@shaw.ca