Board of Director Treasurer Job Description

**Start Date:** May 1st, 2023.

**Duration:** 3-year term

**Salary:** Volunteer position

**Background**

Endaayaan Awejaa is a start-up non-profit organization that provides all youth and families with safe places to heal and build solid foundations for their future. Our mission statement is Maamwi Bmosedaa which means Walking in Unity. We strive to Walk in Unity together with our youth, their families, and our local community. The pillars we incorporate into our work are arts & culture, reconciliation, education, and harm reduction.

Endaayaan Awejaa has opened its doors at 187 Main Street West in downtown North Bay. We have been providing support for youth and families needing assistance with groceries, closure, resources, connection to culture, or basic hygiene needs. We have created ongoing workshops to promote healthy living and engage youth towards a path that caters to their strengths and sets them up for success. Our overall goal is to create an Indigenous youth home that will include our cultural teachings, counselling, mentorship, workshops, and activities.

**The Position**

The Secretary will assist with managing the organization’s finances, including the board’s review and actions related to financial responsibility. The treasurer will help plan and keep track of budgets within the organization, collect, deposit, and keep track of funds, write cheques, and provide financial reports regularly to fellow committee members.

The Treasurer is a crucial team member of the organization, ensuring the protection of the organization’s funds. The Treasurer will also be responsible for reconciling bank statements, managing cash flow, and investing funds by the law. They may also help with fund-raising efforts to better the organization’s financial state.

**Position Duties**

* Work under the direction of the Chief Executive Officer and Board of Directors
* Ensures appropriate financial reports are made available to the board.
* Regularly reports to the board on key financial events, trends, concerns, and assessment of fiscal health.
* Provides annual budget to the board for members’ approval.
* Ensures development and board review of financial procedures and systems.
* Helps develop and chair the Finance Committee and prepares agendas for meetings.
* Recommends to the board whether the organization should have an audit.
* Assists in selecting an auditor, if needed, and meets with them annually.

**Requirements**

Understanding of Indigenous teachings and culture

At least two years of experience in finance or budget planning.

Excellent organizational skills regarding documentation and file or record-keeping

Strong verbal and visual financial reporting skills

Exceptional ability to communicate complex financial information.

Valuable time management and prioritization skills

In-depth knowledge of software used by the organization.

Solid understanding of budget planning and finance

Substantial value for ethics and reliable operations.

Experience using different method approaches for managing finances.

**Benefits**

Professional Development Training

Flexibility with schedule

Travel and Networking opportunities

Give back to your community and be part of a change.

Free Endaayaan Awejaa Swag

**This is an open call for applications until the position is filled. However, our organization may begin reviewing and selecting applicants for an interview at any time during this recruitment process. Qualified applicants are welcome to submit a cover letter and resume attention to**

**Natasha Lariviere**

**Chief Executive Officer**

[**general.endaayaan@gmail.com**](mailto:general.endaayaan@gmail.com)

**We thank all who may apply for this position; however, only those selected for an interview will be contacted.**