



IAESTE Canada

194 Boteler Street
Ottawa, ON K1N 5A7

canada@iaeste.org
<http://iaestecanada.org/>

Volunteer Position: Treasurer

Estimated Time Commitment (per week): 4 hours (average)

Primary Responsibilities

- Ensure the financial stability of IAESTE Canada
- Maintaining financial records and compliance with legal and funding bodies
- Grant applications/Sponsorship
- Preparation of annual budget
- Preparation of financial statements
- Set and implement fundraising strategy
- Processes fees & issues invoices
- Work with accountant to prepares tax return

Required Skills

- Basic understanding of bookkeeping and accounting principles
- Organized, ability to manage money with good attention to detail
- Previous experience with accounting software, ideally Sage/Simply Accounting
- Previous experience with fundraising
- Self-motivated, able to work with minimal supervision
- Desire to learn new skills and continuously build on existing ones

To apply, please send a CV and cover letter to volunteer@iaestecanada.org