

Director of Finance – Multiple Births Canada (MBC) Board of Directors (Volunteer Position)

Are you looking for a charity organization where you can make a difference in the lives of families with multiples? Are you motivated by supporting an organization from a financial perspective? For this role, we're looking for someone who can manage the financial responsibilities and be part of a dynamic board of directors.

Responsibilities include:

- Oversee the financial matters of MBC in line with good practice and in accordance with the governing document and legal requirements and report to the board of directors at regular intervals about the financial health of the organization.
- Ensure that effective financial measures, controls and procedures are put in place, and are appropriate for the charity.
- Liaise with board of directors and office manager responsible for the financial management of the charity
- Discuss procedures for the day-to-day accounting and financial practices to ensure clarity about their roles, responsibilities and communication practices.
- Ensuring other directors are adequately informed of financial related issues to ensure good decision-making.
- Report on the current financial position of the charity at each Board meeting.
- Ensure that proper accounts and records are kept, ensuring financial resources are spent and invested in line with the charity's policies, good governance, legal and regulatory requirements.
- Process transactions in QuickBooks software.
- Filing of annual HST/GST return and Annual Charity Return.

Time Commitment:

- Attendance at board meetings once per month for 2 hours
- Optional working meetings once per month for 2 hours
- Travel to and attendance at both the Board Interim Meeting (typically a Friday to Sunday commitment in the Spring) and the Annual MBC conference (typically a Thursday to Sunday commitment in the Fall).

Please send your cover letter and resume to the Director of Volunteer Management at volunteers@multiplebirths.ca if interested.