

TREASURER

(1 full year position - July to June)

- Maintain accounting books and prepare monthly and year-end financial statements at executive meetings.
- Recording all casino funds proceeds and spending.
- Administer all banking. Make bank deposits, prepare cheques for payment of bills and reimbursements. Consider investment of any excess funds into GICs or term deposits.
- Act as a co-signer of Riverbend Playschool bank and casino accounts. Arrange for signatures to be changed on bank account prior to September, when new Treasurer comes on board.
- Administer WCB returns. Prepare the returns. Provide salary information to President for employment contracts.
- Contact Ceridian Canada Payroll Service. Ceridian will prepare monthly paycheque, T4's and Record of Employment. Check payroll reports from Ceridian for accuracy.
- Prepare fall budget to project income and expenses. Present budget at first executive meeting. Monitor monthly financial results against approved budgeted figures.
- Arrange for auditing of the books at year-end. Prepare any schedules, as required by the auditor. Present audited financial statement at annual general meeting, held in the spring.
- Prepare casino proceeds and spending reporting forms and submit them to the Alberta Gaming and Liquor Commission (within) commission deadlines. Respond to AGLC audit questions.
- Update the equipment inventory, as purchases are made and receipts received. Maintain duplicate record for off-site storage, in case of insurance claims.
- Assist in the collection of money at spring registration, fall general meeting and fund raising events. Ensure the sharing or duty bond cheques are properly updated.
- Work in conjunction with the Casino Chairperson to ensure funds are properly collected and accounted for.
- Contact parent/guardian for any returned cheques. Collect any service fee charged by Royal Bank from parent/guardian.
- Work with Registrar to contact parent/guardian for any unpaid fees or tuition. (Post-dated cheques are usually collected at time of registration).
- Ensure playschool membership in the EPA is maintained. Post bulletins from EPA and other groups of interest to parents on the parent bulletin board. (Check with teachers)
- Return/dispose of "uncashed" duty bond cheques before year-end.
- Reconcile subsidy payments.

General Executive responsibilities including:

- Create or update a manual of essential duties and deadlines for this position. Keep one copy for reference and file one copy in job descriptions file.
- Attend all executive and general meetings.
- Aide in the set-up of the playschool prior to the commencement of the school year and the packing up of the classroom at the end of the school year. If you are unable to assist, you are to arrange for alternative help to take your place.

Position amended January 21, 2011