



VOLUNTEER OPPORTUNITY
Pawd Treasurer

As a federally incorporated not-for-profit and registered charity, ElderDog Canada is financially accountable to the Canada Revenue Agency (CRA) and the Charities Directorate. Individual Pawds are not registered separately; therefore, ElderDog Canada has a centralized financial model and is accountable for all financial activity in each Pawd. All financial activity must be clearly tied to ElderDog's charitable purposes.

The Pawd Treasurer oversees and is responsible for the financial reporting and financial management of the Pawd's funds.

Responsibilities (mentoring and ongoing support provided) include:

- 🐾 following ElderDog Canada's Financials Guidelines;
- 🐾 maintaining Pawd bank account;
- 🐾 keeping track of all Pawd financial activities;
- 🐾 managing Pawd cash flow;
- 🐾 working in collaboration with Education and Outreach Coordinator and Pawd Leader to manage financial activities related to events;
- 🐾 submitting monthly reports of Pawd financial activities to National Office;
- 🐾 liaising with National Office Bookkeeper regarding matters related to financial matters;
- 🐾 participating in Pawd executive meetings and providing a financial report
- 🐾 participating in National meetings with other Pawd Treasurers.

Requirements:

- 🐾 basic facility with Microsoft Excel
- 🐾 knowledge of or willingness to learn Google Docs and Gmail;

For more information, contact info@elderdog.ca.

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