



Board of Directors, Bobsleigh Canada Skeleton
TREASURER

About Bobsleigh Canada Skeleton

Bobsleigh CANADA Skeleton is a non-profit organization and the national governing body for the sports of bobsleigh and skeleton in Canada. Bobsleigh Canada's members including athletes, coaches and officials from across Canada. Bobsleigh Canada Skeleton supports athletes in reaching their Olympic potential but also inspire all Canadians to live healthier and more active lives through sport. Bobsleigh Canada Skeleton is a national organization dedicated to promoting excellence in sport. Our team of dedicated professionals are committed to the same expectation we have of our athletes and coaches who represent us: being best in field, whether it's on the track, in the training environment, or in the offices and boardroom.

Position:

The Treasurer shall be a member of the Bobsleigh Canada Skeleton Board of Directors

About the Position:

We are seeking a Treasurer to join Bobsleigh Canada Skeleton's Board of Directors. As Treasurer, you will play a vital role in ensuring the financial stability and success of the organization. You will be responsible for overseeing the financial operations, providing strategic financial guidance, and maintaining accurate and transparent financial records.

Responsibilities:

Financial Management:

- Develop and implement financial strategies, policies, and procedures in alignment with the organization's goals and objectives.
- Aid the preparation and monitor the annual budget, providing regular financial reports to the Board of Directors.
- Oversee the organization's cash flow, ensuring effective management of funds and timely payment of obligations.
- Conduct financial analysis and forecasting to support decision-making processes.

Financial Reporting:

- Prepare accurate and timely financial statements.
- Present financial reports to the Board of Directors, highlighting key financial indicators, trends, and risks.
- Ensure compliance with accounting standards, regulations, and legal requirements.
- Collaborate with external auditors for annual audits and reviews.

Risk Management:

- Assess financial risks and develop strategies to mitigate them.
- Maintain internal controls to safeguard the organization's assets.
- Monitor insurance coverage and recommend adjustments as necessary.

Financial Planning:

- Work closely with the Board of Directors and Executive Director to develop long-term financial plans and strategies.
- Provide financial insights and recommendations to support decision-making processes.
- Evaluate potential revenue streams and funding opportunities, including grants and sponsorships.

Stakeholder Collaboration:

- Collaborate with other board members, staff, and external stakeholders to ensure financial accountability and transparency.
- Support fundraising initiatives and participate in donor relations activities.
- Represent Bobsleigh Canada Skeleton in financial matters with external partners and regulatory bodies.

Requirements:

- Bachelor's degree in finance, accounting, or a related field (CPA designation preferred).
- Proven experience in financial management, preferably in a nonprofit organization or sports industry.
- Strong knowledge of accounting principles, financial analysis, and budgeting.
- Familiarity with Canadian accounting standards and tax regulations.
- Excellent analytical and problem-solving skills.
- Proficient in financial software and spreadsheet applications.
- Strong communication and interpersonal skills.
- Ability to work collaboratively with a diverse group of stakeholders.
- Passion for sports and a commitment to the mission of Bobsleigh Canada Skeleton.

Note: This job description serves as a general overview and may be subject to modifications and adjustments based on the organization's needs and the Board of Directors' requirements.

TO APPLY

- Candidates can email applications directly to admin@bobcanskel.ca by **August 2, 2023**
- Please indicate "Treasurer Bobsleigh Canada Skeleton Board of Directors" in both the subject line of your mail and your covering letter.