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Columbia Valley Maker Space Society (CVMSS) Job Description

Position Title: Treasurer

Length of Term: Two years (no term limit)

Reports To: Entire Board of Directors

Reporting to the executive director (ED), the director of finance and administration will lead the definition the process and implement the infrastructure/systems needed to support growth over the next five to 10 years.

Specific responsibilities include:

Financial Management

- Review and approve preparation and finalization annual financial reporting materials and metrics for the CVMSS's board of directors.
- Oversee budgeting, financial forecasting, and cash flow for administration, existing programs and events.
- Coordinate all audit activities.

Administrative Leadership and Management

- Serve as a business partner to the ED on the organization's financial, budgeting, and administrative processes with an eye to continuously developing and improving systems.

Qualifications

The director of finance and administration will have at least five to eight years of professional experience, preference given to nonprofit experience.

The Treasurer will have the following experience and attributes:

- Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team

- Demonstrated experience in financial management and accounting, ideally in the nonprofit sector
- Experience should include legal, audit, compliance, budget, and resource development
- Flexible and a self-starter; able to multitask while also being highly detail-oriented.
- Personal qualities of integrity, credibility, and a commitment to the CVMSS's mission.

Time Demands (approximate):

- Attend and actively participate in at least 75% of board meetings and AGM (2 yearly board/AGM meetings, approximately 2 hours in length)
- Attend and actively participate in various events and activities, based on your availability. (expected to be a minimum of 8 hours, 1 weekend per month)
- Attend special events such as fundraisers and ground breaking ceremonies (2 fundraisers per year recommended)
- Meet with potential donors/funders to make a case for funding the organization, answer questions, etc. (approx. 4 hours annually)

Financial and Resource Development Expectations:

- Sell tickets to fundraising events
- Recruit sponsors, as needed
- Identify and cultivate potential donors