



Director of Finance (Treasurer)

Position Summary

The Treasurer is a Board Officer responsible for providing financial oversight, accountability, and strategic guidance to Greyhaven Exotic Bird Sanctuary. Working closely with the President, Board of Directors, Finance & Administration Coordinator, Payroll Administrator, and external financial professionals, the Treasurer helps ensure the organization's financial health, sustainability, and compliance with applicable financial regulations.

The Treasurer provides governance and oversight of Greyhaven's finances rather than performing the day-to-day bookkeeping and financial administration.

Qualifications

- Chartered Professional Accountant (CPA) designation preferred, or equivalent education and experience in accounting or financial management.
- Knowledge of nonprofit accounting principles, charitable receipting, and Canada Revenue Agency reporting requirements.
- Familiarity with the BC Societies Act and nonprofit governance.
- Strong organizational, analytical, and administrative skills.
- High level of integrity, professionalism, and attention to detail.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and manage sensitive financial information.
- Experience preparing financial statements and regulatory filings is considered an asset.

Primary Responsibilities

Financial Oversight

- Provide financial leadership and guidance to the Board of Directors.
- Monitor Greyhaven's financial position and advise the Board on financial opportunities, risks, and long-term sustainability.
- Review monthly financial reports and present financial updates at Board meetings.
- Assist the Board in making informed financial decisions.

Budgeting & Financial Planning

- Collaborate with the President, Board of Directors, and Administration Coordinator in developing the annual operating budget.
- Monitor budget performance and recommend adjustments where appropriate.
- Support long-term financial planning and reserve management.
- Evaluate the financial impact of major projects and organizational initiatives.



Financial Reporting & Compliance

- Review annual financial statements and other financial reports.
- Ensure appropriate financial reporting requirements are completed, including CRA charitable filings and applicable tax obligations.
- Work with accountants, auditors, and financial advisors during year-end reporting and financial reviews.
- Monitor internal financial controls and recommend improvements when necessary.
- Working with Payroll Administrator to ensure CCRA remittances and discrepancies are accurate and addressed.

Governance & Corporate Records

- Prepare and file the Annual Report required under the BC Societies Act.
- Maintain Greyhaven's corporate records, bylaws, constitution, and governance documents.
- Ensure official records are securely maintained and accessible when required.
- Support the Board in maintaining good governance practices and compliance with applicable legislation

Risk Management

- Help identify financial risks and opportunities.
- Ensure appropriate financial policies and controls are maintained.
- Promote transparency, accountability, and responsible stewardship of charitable resources.

Board Responsibilities

- Attend Board meetings and participate in financial planning discussions.
- Maintain confidentiality regarding financial information.
- Support the Board in fulfilling its fiduciary responsibilities.

Accountability

The Treasurer is accountable to the Board of Directors and the membership of Greyhaven Exotic Bird Sanctuary and is responsible for ensuring sound financial governance and responsible stewardship of the organization's resources.