



centretown
emergency
food centre

507 BANK STREET

OTTAWA ON.

K2P 1Z5

(613) 232-3059

www.cfcottawa.org

a project of the centretown
churches social action
committee

The Centretown Emergency Food Centre (CEFC) serves a vulnerable population living in central Ottawa who experience food insecurity. The Centre is transitioning from a traditional food bank to a food resiliency hub that will offer a range of programs and services on its own and in partnership with other agencies. A Manager is responsible for day-to-day administration under the general direction of a Management Committee. As a member of this Committee, the Treasurer provides support for all financial aspects of the Food Centre, and more generally participates in the management and development of its policies and programs.

A background in accounting would be an asset in this position. The treasurer invests, on average, 10 hours of service each month.

Specific Duties

Once a month:

- Reconcile the bank statement for the previous month with CEFC's books. (The Manager keeps CEFC's books on Quick Books and does the entries.)
- Check the monthly Revenue and Expense Statement and compare to Budget.
- Attend the CEFC Management Committee meeting and present the monthly Statements for approval. (The Committee meets in the morning of the first Wednesday of the month. There is no meeting in July and August.)

In January and July: Print the HST refund claim for the previous six months. Forward the results to the Treasurer of our parent organization, CCSAC, who submits a joint claim to CRA.

In October: Meet with the Coordinator and Chair of the Committee to prepare a Budget for the following year. Budget presented and approved at November Management Committee meeting.

In January:

- For Year End: Prepare schedules for:
 - Receivables and Prepaid Expenses
 - Accounts Payable and Accrued Liabilities
 - Interest Income for the year.
- Prepare T4's and file with CRA. Reconcile with payments to the CRA during the year.
- Send Year- End Financial Statements to CCSAC Treasurer for consolidation.
- Answer any questions the auditor may have.

General:

- Manage Investments (Scotiabank GICs) and liaise with the Bank as required.
- Deal with any items at the request of the Management Committee.

For further information or to express interest in volunteering for this position, please contact Martha Musgrove, Chair, Human Resources Committee at musgrom@hotmail.com

January 2022