

## Treasurer for The Friends Of The Aviary

Do you have a passion for helping animals and a talent for numbers? Are you looking for a way to give back using your financial expertise? Join us as a Volunteer Treasurer and play a key role in supporting our feathered friends!!

### **About Us:**

The Friends of the Aviary is committed to rescuing and rehoming exotic birds while advocating for their welfare. Our work is made possible by the dedication of volunteers and the generosity of our supporters.

**Position:** Volunteer Treasurer

**Location:** Hybrid, almost all work is virtual (organization is based in Hamilton, ON and surrounding cities)

**Commitment:** Approximately 30 hours per month or as needed for meetings and tasks

**Reports to:** Board of Directors (with the potential to become a voting member of the Board)

### **Key Responsibilities:**

- Manage the organization's financial records, including income, expenses, and donations.
- Prepare and present financial reports for board meetings and stakeholders.
- Oversee the charity's budget and ensure funds are allocated effectively.
- Assist with financial planning for events, campaigns, and ongoing operations.
- Ensure compliance with financial regulations and tax requirements.
- Collaborate with other volunteers to maintain transparency and accountability.
- Attend regular meetings as requested (i.e. monthly board meetings and/or Fundraising committee meetings)

### **Skills and Qualities Needed:**

- Passion for animal welfare and a commitment to our mission.
- Strong financial management skills and attention to detail.
- Experience with bookkeeping, accounting, or financial reporting, preferably non-profit related.
- Proficiency in financial software or spreadsheets.
- Ability to work independently and do your own research as required.
- Ability to communicate financial information clearly to non-financial stakeholders.

**What's in It for You?**

- Use your professional skills to support a cause you care about.
- Gain valuable experience in nonprofit financial management.
- Work with a passionate and supportive team.
- Flexible hours tailored to your availability.

**How to Apply:**

Send an email to [info@hamiltonaviary.ca](mailto:info@hamiltonaviary.ca) about your background, skills, and why you'd like to volunteer as Treasurer for The Friends of the Aviary. Feel free to include a resume if you have one!