



### **About the MTA:**

The Minor Track Association of Ontario, better known as the MTA, is the organizing body for youth track and field and cross country running in Ontario.

The mandate of the MTA is to provide youth, ages 14 and under, with the opportunity to explore the sport of track and field and cross country running through structured club training and competitions. We serve as a grass roots pipeline that helps our next generation athletes learn and develop within a safe, engaging and age appropriate setting.

The MTA is a not-for-profit corporation that serves around 75 clubs and 3000 athletes from all over Ontario.

### **MTA Volunteer Treasurer Job Description:**

The MTA is currently seeking a volunteer Treasurer to oversee the budget, financial planning and cash management of the organization while limiting risks. The successful applicant will have previous experience in corporate financial management and will be an integral part of maintaining positive relationships with our partners and financial institutions. The Treasurer will work with the Board to ensure appropriate financial systems have been put in place and are constantly followed.

### **Accountability:**

The Treasurer is an executive and voting member of the Board of Directors of the MTA and appointed in a manner consistent with the bylaws. They are accountable to the Board for the fulfillment of the duties and responsibilities outlined below. Term of office is two years with the possibility of renewal if voted in by membership.

### **Roles and Responsibilities:**

- Oversee the development of high level financial policies and their review by the Board
- Assist in the preparation of the annual budget and its presentation to the Board for review
- Ensure that the appropriate monthly or quarterly financial statements are reviewed by the Board
- Ensure that the Board regularly monitors the organizations financial performance and alert it to any important discrepancies between planned and actual figures
- Ensure that the organization maintains the appropriate financial books and records and that these are accurate and up to date
- Ensure that government tax filings and remittances are submitted on a timely basis
- Ensure that liabilities are settled in a timely manner
- Serve as a co-signer of cheques with at least one another signing officer
- Ensure that excess funds and reserves are properly held and invested
- Verify that donations are handled appropriately and that grants and service delivery contracts are accounted for in accordance with the requirements of funders
- Meet with the external auditor annually or as needed, to identify any financial control and record keeping problems or deficiencies.
- Present or co-present the organization's financial report at the Annual General Meeting
- Keep the Board informed of important financial events, trends, and issues relevant to the organization

### **Qualifications:**

The candidate should have a degree in accounting or business administration, or equivalent business experience, as well as knowledge of bookkeeping and generally accepted accounting principles and should be very detail oriented.