**SAMPLE TEMPLATE**

**Position Title: Bookkeeper**

Authority

* The board of directors is the legal authority for the community league.

Term of Office

* Term of office is \_\_\_ years.

General Duties/Requirements

* A director is expected to be fully informed on community league matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
* Commit to the work of the organization.
* Review the board’s conduct and monitor its performance to ensure compliance with bylaws and policies.
* Speak positively of the league and assist in developing and maintaining positive relations among the board, committees and communities to enhance the league’s mission.
* Orient new board members.
* Prepare for and arrive on time for all required meetings.
* Develop, monitor, review and approve all policies and other recommendations received from the board, its standing committees and staff.
* Review the bylaws and recommend changes to the membership.
* Participate in the development of the league’s organizational plan, annual review and budget.
* Approve the budget and other financial matters.
* Prepare and present required reports at board meetings.
* Prepare and present an annual report at the annual general meeting.

Responsibilities

* Provides written receipts and record monies received on behalf of the community league.
* Records and signs for pre-numbered receipt books as issued on a Master control sheet.
* Records transactions in the general ledger.
* Deposits all community league monies in appropriate bank accounts, preferably within 24 hours of collection.
* Processes accounts payable/payroll cheques and record transactions in general ledger.
* Prepares monthly bank reconciliations on all bank accounts.
* Prepares monthly financial reports for meetings.
* Assists treasurer in collecting information for annual budget, grant applications and GST recovery accounts.
* Assists community league auditor in the preparation of annual financial statements.