**TREASURER (2 YEAR TERM)**

The Grand River Film Festival (GRFF) is an incorporated non-profit entering its 15th season with a mission to celebrate and inspire community through the shared experience of film. Through both an annual festival and year-round events, GRFF hosts local, Canadian, and international films with a programming mandate to explore diverse and unique perspectives and an aim to inspire community engagement. GRFF recognizes the power of film to connect people and works in partnership with organizations across the region to deliver impactful programming that builds relationships and encourages meaningful conversation.

While our work is focused on bringing the community together, we also have a commitment to ensure the health, safety and well-being of our volunteers, guests and community. Our current volunteer positions listed will remain virtual through Zoom, email and phone calls until it is appropriate to hold in-person meetings again.

GRFF is seeking a Treasurer to join the Board of Directors. This position will assist our organization with financial administration and management in line with good practice and in accordance with legal requirements. The board meets monthly year-round (via virtual meetings due to COVID), with additional discussions happening via email.

**POSITION DESCRIPTION:**

* Provide financial oversight of the organization and ensure other directors are adequately informed of financial related issues to ensure good decision‐making.
* Manage GRFF bank account. Monitor and execute payables and receivables. Analyze online deposits and fees from film festival platform. Prepare monthly bank reconciliations.
* Provide support to the Program Chair with analysis of online film ticket sales and fees.
* Maintain accurate accounting records that meet statutory requirements. Budget preparation and monitoring monthly cash flow predictions. Prepare financial statements and submit reports to the board at monthly meetings along with year-end Financial Statements for the Annual General Meeting.
* Prepare and submit to the board for approval, an annual budget for the organization and its various programs.
* Prepare annual filings as required: Corporate tax return, HST return, GIFI, F1, NPO
* Provide financial advice and information to other GRFF committees as requested.
* If necessary, liaise with auditor.

**QUALIFICATIONS**:

* Professional experience in accounting and finance.
* Experience with Google Workspace and email communications
* Able to work independently and as part of a team.
* Commitment to GRFF’s mission and strategic direction.

If this sounds interesting to you, please contact volunteer@grff.ca with a letter of interest expressing why you are interested in the position. Please include details about yourself and your accounting background.