



Call for Expression of Interest Volunteer Treasurer — Board of Directors

June 2026

About Crowfoot Skating Club

Crowfoot Skating Club is a volunteer-driven community organization dedicated to providing quality skating programs for skaters of all ages and abilities. Our club is governed by a volunteer Board of Directors committed to transparency, fiscal responsibility, and the long-term health of the organization.

The Opportunity

Crowfoot Skating Club is seeking a dedicated and experienced volunteer to serve as Treasurer on our Board of Directors for a 2 year term commencing in July 2026. The Treasurer is a voting member of the Board and plays a critical role in ensuring the financial health, accountability, and sustainability of the club. This is an excellent opportunity to give back to the skating community while applying your professional financial expertise!

Key Responsibilities

- Maintain accurate and up-to-date financial records using QuickBooks
- Prepare and present monthly financial reports to the Board of Directors
- Manage club bank accounts, deposits, and payment processing
- Develop and monitor the annual club budget in collaboration with the Board
- Prepare year-end financial statements and liaise with the club's external accountant or auditor
- Ensure compliance with applicable regulatory and reporting requirements (e.g., CRA filings, Society Act obligations)
- Oversee accounts receivable (skating fees, program registrations, fundraising) and accounts payable (ice rentals, coaches, etc)

- Support the annual audit or review engagement process
- Provide financial advice and guidance to the Board on matters affecting the club
- Maintain signing authority in accordance with club policy

What We're Looking For

Required Qualifications

- Background in accounting, bookkeeping, or financial management (CPA designation or equivalent professional experience welcome)
- Proficiency with QuickBooks (Desktop or Online)
- Strong attention to detail and organizational skills
- Ability to maintain confidentiality and exercise sound financial judgment
- Reliable availability for monthly Board meetings and periodic financial tasks throughout the skating season

Assets (Preferred but Not Required)

- Experience with non-profit or volunteer organization finances
- Familiarity with skating club or sport organization operations
- Experience with grant reporting, sponsorship accounting, or fundraising finances
- Previous board or committee experience

Time Commitment

This is an estimated commitment of 4–6 hours per month, including:

- Monthly Board of Directors meetings ([insert day/time/location])
- Regular financial record maintenance and reconciliation
- Additional time during peak periods such as registration season and year-end close

How to Apply

Interested candidates are invited to submit a brief expression of interest (no more than one page) outlining:

1. Your relevant accounting or financial management experience
2. Your experience using QuickBooks
3. Why you are interested in supporting the Crowfoot Skating Club in this capacity

Please submit your expression of interest to:

Name: Krista McIntyre, Crowfoot Skating Club Board President

Email: crowfootskatingclub@gmail.com

Deadline: July 5th, 2026 end of day

The Crowfoot Skating Club deeply values the dedication of our volunteers. We welcome expressions of interest from skaters' families and community members alike. Thank you for your interest in supporting our club.