

LFA Treasurer



- Using QuickBooks, maintain the financial records, includes books of accounts necessary to comply with the Societies Act.
- Pull relevant information from TeamSnap for bookkeeping purposes.
- Provide monthly financial report to the board.
- Answer requests for cheques and account updates via email.
- Work with board members to make sure everyone is staying on budget.
- 1.5 hours per week (approximately 6 hours a month).