

WinSETT Centre Treasurer

Who We Are

The Canadian Centre for Women in Science, Engineering, Trades and Technology (WinSETT Centre) is an action-oriented, non-profit organization launched in 2010 after regional consultations and three national forums with key stakeholders, including women in SETT. WinSETT Centre is focused on fostering opportunities that encourage women to enter, stay, grow and lead in science, engineering, trades and technology (SETT) careers. We envision a world where women participate fully in these areas. We take a national focus on advocating for women's full inclusion in SETT workplaces and foster links between academia, industry, governments, associations, unions and non-governmental organizations.

What We Do

We help to empower women to grow their careers in SETT by giving them the tools that they need to stay, grow and lead in SETT workplaces. WinSETT Centre does this by offering in-person and online facilitated and interactive workshops.

We enable employers to advance the inclusion and retention of women in SETT workplaces. We help employers assess the current state, set objectives and build a plan that includes suitable and proven policies, training and interventions to help them create more respectful and inclusive workplaces for all of their employees.

We raise the visibility of leaders in gender equity through the WinSETT website, newsletter, social media and sponsorships.

We build capacity and resources to serve future generations of women in SETT.

What We Need

WinSETT Centre has a working, volunteer board of directors. We are currently seeking a new Treasurer, preferably a woman with a professional accounting designation or bookkeeping experience. Our accounting records are maintained in QuickBooks so experience or familiarity with QuickBooks is required. This role is supported by a part-time contract bookkeeper. We estimate that with that support, the Treasurer will need to spend 10 - 12 hours of work per month, with a heavier load in January/February when preparing documents and supporting external audit activities. The Treasurer is a member of WinSETT Centre's Executive Committee and would be expected to attend Board meetings, Executive Meetings and the AGM. Typically, the Treasurer role is a three-year commitment.

Financial Responsibilities

Work with the WinSETT bookkeeper to:

- Accurately maintain the financial records of WinSETT on a timely basis and in accordance with policies and procedures as well as external audit requirements.
- Provide monthly guidance on records within QuickBooks (invoices, cheque deposit receipts, Mastercard receipts, bank statements (both accounts and Mastercard) and where to charge items).

- Provide oversight of funds going in/out of our bank account (chequing/savings) and Mastercard transactions. Maintain receipts of these transactions, confirm approval by the respective Board member, and ensure that there's no fraudulent activity.
- Identify billings that are overdue and assist with their collection. Ensure prompt receipt and recording of deposits, including those generated by events and workshops offered by the organization.
- Prepare internal financial reports (statement of operations, project reports and cashflow) for review by the WinSETT Board of Directors.
- In collaboration with project managers assigned to externally funded projects, draft and finalize relevant financial reports in accordance with funder requirements. Identify financial risks and deviations from budget for the Board of Directors.
- Manage and support the annual external audit. Assist auditors with the preparation of WinSETT's annual tax return, as required. Review audited financial statements with the Executive Committee and the Board of Directors, making recommendations as necessary to improve policies and processes.
- Recommend improvements to processes and controls.

B. Treasury

- Act as the main banking contact. This includes oversight of deposits and as an approved signatory for outgoing payments, electronic fund transfers and banking agreements.
- Make recommendations to the Executive Committee and the Board of Directors regarding banking activities, fees, and investments.
- Manage cash flow and produce bank statements regularly for review and feedback.

C. Tax, Legal & Insurance

- Ensure billings and invoices include the appropriate G/HST rate.
- Ensure WinSETT Centre is abiding by the requirements of its federal not-for-profit status.
- Act as one of the signatories on WinSETT Centre agreements and contracts. Review these agreements to ensure provisions are viable and that both parties can meet the obligations.
- Review WinSETT Centre's Directors' and Officers' Liability (D&O) insurance policy annually, reporting terms and costs to the Board of Directors.

Please forward your expression of interest and resumé to our Administrator, Renée Kirby at administrator@winsett.ca by April 1, 2025.