

## MULTIPLE DISTRICT 'A' LIONS CLUBS

# TREASURER

### ***“Management Position”***

Multiple District 'A' Lions Clubs requires a qualified individual to fill the position of TREASURER, effective July 1, 2014.

The Multiple District 'A' Treasurer shall manage the M.D. 'A' financial functions as detailed in the Multiple District 'A' Policy & Procedures Manual under the direction and supervision of the Governors' Council.

#### **KEY SKILLS:**

- Possess proven accounting skills, including financial planning, budget preparation, reconciliation of control accounts & preparation of financial statements
- Possess a thorough knowledge of Simply Accounting Software
- Have a thorough knowledge of the financial implications throughout the MD 'A' Policy & Procedures Manual
- Have a good understanding of the Lions Constitution & By-Laws, and a thorough knowledge of those areas covering the application of the Rules of Audit
- Possess previous Management/Administrative skills
- Be a member in good standing with a Lions Club located in Multiple District 'A' and have a good general knowledge of Lionism
- Possess excellent communication, problem solving & organizational skills
- Attention to detail and able to meet deadlines

This is a part time, home based position with varying weekly time commitments throughout the year. It is a five year appointment with an annual honorarium. As Treasurer you will sit on the R&LRP Committee, Lion Magazine Committee, Administration Committee & the Promotion Committee. A detailed job description is currently in the Multiple District 'A' Policy & Procedures Manual which can be downloaded off the MD 'A' Website – [www.mdalions.org](http://www.mdalions.org)

Interested applicants are invited to submit a detailed resume no later than Friday, January 25, 2014, to MD 'A' Administration Committee, c/o PCC Todd Wilson, Chairperson, 4 Raising Mill Gate, Elmira, Ontario, N3B 3K8 or email to [lion.todd.wilson@sympatico.ca](mailto:lion.todd.wilson@sympatico.ca)

*While all applicants are thanked for their interest, only those to be interviewed will be contacted.*