



Volunteer Position: Treasurer, ARZA Canada

ARZA Canada Mission

As an affiliate of the Reform Jewish Community of Canada (RJCC), ARZA Canada is committed to the ideals of progressive Zionism. ARZA Canada represents the Reform Jewish community on issues that impact Israel and Zionism. We engage our congregations and members through education, programming, advocacy, support for study in Israel and promotion of travel to Israel.

The Position

We seek a volunteer Treasurer to oversee and manage the fiscal responsibilities of the organization. This is a board position. The new Treasurer will transition into the role with guidance from the current Treasurer.

The current time commitment is approximately 2-4 hours per month. Although ARZA Canada has recently received charitable status and may start to engage in fundraising.

Responsibilities

- ☐ Ensure the organization is compliant with all relevant financial and accounting regulations, as well as legal requirements and reporting obligations specific to charitable organizations in Canada
- ☐ Monitor monthly reports from the bookkeeper
- ☐ Monitor reporting from Israel Movement for Reform and Progressive Judaism (IMPJ) regarding Canadian donations, as per our inter-agency agreement
- ☐ Assist the Board of Directors in selecting and hiring the accountant/auditor and approve the draft financial statements before presenting them to the Board of Directors and the Annual General Meeting.

Skills and Requirements

- ☐ Strong sense of integrity, ethics, and a commitment to transparency and accountability
- ☐ Background in financial principles, budgeting, and financial reporting and analysis
- ☐ Ability to manage financial records, prepare reports, and identify errors and/or discrepancies
- ☐ Ability to analyze financial data, identify trends, and make informed financial decisions

- ☐ Ability to communicate financial information to the board in a clear and understandable manner
- ☐ Accounting designation preferred
- ☐ Knowledgeable about laws and regulations for Canadian charities
- ☐ Experience working or volunteering with a Canadian charity preferred
- ☐ Passionate about the mission of ARZA Canada

Reporting

- ☐ The Treasurer works in conjunction with the bookkeeper, and is a member of the Board of Directors.

Contact: chair@arzacanada.org