



**The Federation of Canadian Music Festivals
La Fédération canadienne des festivals de musique**

Call for Treasurer Applications

Deadline Date for Receiving Applications: November 15, 2017

Remuneration:

This is a contract position offering \$3,500 per annum.

All expenses incurred to attend functions (National Music Festival, Annual Conference) and meetings (AGM) will be covered by FCMF.

The Federation of Canadian Music Festival's fiscal year is from November 1 to October 31st annually. This contract would be in effect from December 1st 2017 to November 30th, 2018.

How to Apply:

Please send your resume to:

Federation of Canadian Music Festivals

Personnel Committee

vicepresident@fcmf.org

The Federation of Canadian Music Festivals (FCMF) is a not-for-profit organization of volunteers serving music festivals across Canada, and through them, over 680,000 young classical musicians.

The Federation's main objective is the identification, development and encouragement of Canadian talent in the performance and knowledge of classical music. From the local to provincial to national levels of the festival movement, young artists learn from each other as well as from formal adjudications by internationally respected adjudicators.

Music festivals provide an excellent public performance opportunity for students. As students progress to higher levels of competition, they find festivals an incentive to continue the pursuit of excellence.

www.fcmf.org

Principle Duties/ Responsibilities:

Responsible to oversee the FCMF's \$200,000 budget, financial planning and cash management while limiting risks to the organization. The successful applicant will have previous experience in corporate financial management and will be an integral part of maintaining positive relationships with banks and financial institutions. The Treasurer will work closely with the FCMF Executive Director to ensure appropriate financial systems have been put in place and are constantly followed.

Specific tasks include:

1. Handle receipt, banking and protection of FCMF funds, securities and financial products
2. Develop annual budget for FCMF
3. Complete and submit annual Charitable Return
4. Be responsible for preparing the books for audit each year
5. Maintain an efficient system of policies that adequately control treasury activities
6. Ensure sufficient funds are available to cover operational and capital investment needs
7. Advise the Board of Directors of loans, liquidity and investments
8. Monitor economic variables and information regarding investments
9. Provide financial information to The Board of Governors, President and Executive Director on a quarterly basis, or as requested
10. Follow all Provincial, Federal, and company regulation and guidelines, including policies and procedures
11. Perform any and all additional tasks as assigned by the Board of Governors

REQUIREMENTS:

1. Knowledge of:
 - a. Knowledge of Treasury principles, practices and processes as they are related to not-for-profit charitable entities
 - b. Strong negotiation and interpersonal skills and techniques
 - c. Good verbal and written communication skills
 - d. This person must be responsible and honest
 - e. Bilingualism is an asset, but not required
 - f. Festival administration is an asset, but not required
2. Education:
 - a. Bachelor's degree in Business, Economics, Finance or applicable major field of study OR equivalent relevant experience
 - b. Five plus (5+) years of experience in corporate or non-profit financial management
3. Skills demonstrated by:
 - a. Proficiency with current financial software systems, especially QuickBooks or Simply Accounting
 - b. Proven working knowledge of banking industry rules and regulations
 - c. Effective administration, planning, coordinating and directing of Treasury activities
 - d. Proficient working use of Microsoft or similar applications, especially MS Word and Excel
 - e. Strong verbal and written communication skills
4. Accountability:
 - a. Accountable for effective administration of corporate Treasury functions
 - b. Accountable to the Board of Governors of FCMF
 - c. To be present at all Board of Governor conference call meetings – held monthly
 - d. To attend the National Music Festival, FCMF Conference and AGM