

Richmond Agricultural Society

Treasurer – Scope of Work

Since 1844 the Fair has been an opportunity for locals to enjoy the best of their neighbor's kitchens, crops, livestock & machinery. With the development of urban communities, the Fair is an annual reminder of where your food, (and your roots), come from.

The Richmond Fair is unique in that it is by far the largest spectator event held annually within the surrounding community. It promotes agricultural awareness within the City of Ottawa, a city with the largest agricultural land base and agricultural economy in Canada.

It will be expected that the successful applicant will job shadow the outgoing Treasurer.

An honorarium is provided to cover the cost of supplies and time.

The Richmond Fair is held the third weekend every September. The Treasurer will need to have a flexible schedule to accommodate being on-site at the fair for the week. The Fair operates from the Wednesday to the Sunday - the Treasurer is expected to be onsite and available during this time.

Responsibilities:

- Manage the books and accounts of the Richmond Agricultural Society.
- Prepare, analyze, reconcile and report on the financials by means of monthly reports to the Board of Directors.
- Receive and deposit cash and cheques in a timely manner.
- Pay bills, invoices and prize money.
- Provide information and support the Executive, Directors and committee chairpersons.
- Assist with creating a budget.
- Attend Board of Directors meetings (11Annually).
- Attend Executive meetings.
- Help prepare for Funding applications.
- Take the minutes of every board meeting.
- Liaise with our current Website company.

Qualifications;

- Sound Knowledge of QuickBooks and online accounting Software.
- General knowledge of common accounting practices.
- Must be Bondable.

- Worked with and experienced with Microsoft Software (Word, Excel etc...).
- Exceptional organizational and time management skills.
- Excellent communication skills (Written and Verbal).
- Strong interpersonal skills with the ability to deal efficiently, professionally and effectively with various stakeholders (Board members, Suppliers, Financial Institutions, Advisors and the public).
- An understanding of the operation of an agricultural fair would be a great Asset.

Please send your resumes to richmondfair@sympatico.ca