

### **Who We Are:**

Founded in 2000, Daytrippers ([www.daytrippers.ca](http://www.daytrippers.ca)) is a non-profit children's charity, raising funds for trips to enable enriching learning opportunities for in-need children across Canada, by removing financial barriers of access to education and cultural experiences. Daytrippers is a grassroots, Toronto-based charity run by its volunteers; we are committed to unlocking the potential through opportunity.

## **Finance Committee (Volunteer) – Toronto, ON.**

Finance: As a volunteer you will be accountable for the accurate and timely financial management and reporting of the charity. You will play an integral role in the charity's financial operations.

### **What You Will Do:**

- Responsible for managing the financial aspect of the donation process (e.g. Depositing and reconciling incoming funds)
- Assist with the payments process for operational expenses (e.g. Reviewing trips portal, expense spreadsheets and coordinating payments in Quickbooks or through banking system)
- Review budget vs. actuals and expenses to ensure effective use of resources and maintain compliance with the charity's financial policy
- Preparation of invoices and tax receipts for donors
- Act with keen attention to detail to complete bank reconciliations on a quarterly basis
- Act as key member of the annual financial statement review process by supporting preparations through year-end working papers
- Co-ordinate with other core teams such as the Trips, Fundraising and Events committees and respond to ad-hoc requests for financial information throughout the fiscal year
- Contribute to the identification of opportunities for process improvements

### **Who You Are:**

As a Finance Volunteer, you will have the following:

- Working towards or completion of CPA designation
- Accounting specialization
- Proficient in QuickBooks Online
- Ability to work collaboratively in a team setting
- Passionate about using your expertise as a part of an organization that gives back to local children

### **About the Volunteer Experience**

All volunteer positions are designed for professionals with busy lives. Committee members and co-chairs make a 1 year commitment. This role requires a commitment that may range from 1-2 hours a week, and varies at different intervals during the year depending on the activity (i.e. expect higher commitment leading up to Battle of the Brains gala, fiscal quarters and year end). Committee meetings take place outside of normal business hours and can typically be accessed by conference call if necessary. All volunteers have the opportunity to be core to our decision-making process.

**How to Apply:** Please state your interest and email your resume to Jennifer, our Executive Committee Member (Recruitment) at [recruitment@daytrippers.ca](mailto:recruitment@daytrippers.ca)