



3085 Kingston Road, Suite-131, Toronto, Ontario, Canada M1M 1P1 phone 416-266-0591 www.csc.ca

The Canadian Society of Cinematographers is the highly respected professional organization for individuals who work to create a series of images that form a moving picture. Its background may be explored on its website www.csc.ca, where the "About" section details a great deal including our governing Bylaws. Our primary purpose is to promote and foster cinematography in Canada.

Position Available – Treasurer

The Treasurer oversees the financial records and accounts of the CSC (which are maintained by administrative staff), and reports to the Board of Directors regarding the financial status of the organization at all times, as well as regarding any financial policies, structures, processes, procedures and initiatives.

The position requires sufficient detailed expertise of accounting records and structures, with the personal and communicative skills to supervise accounting staff and to advise management and the Directors. The Treasurer is expected to monitor financial transactions often to ensure they have been properly authorized and recorded.

All ongoing responsibilities are expected to take about 20 hours each month. Reasonable compensation (beyond existing NPO volunteered service) will depend on the background and skills of the individual selected.

The Treasurer reports directly to the Board. After a mutually acceptable probationary period, the incumbent Treasurer may be proposed for election by CSC members to the Board of Directors.

Location: Toronto

- Background & Skills Preferred:**
- professional accounting designation (eg, CPA Ontario)
 - familiarity with current banking mechanisms and strategies
 - experience with an organization in the Media industry
 - experience with the management of a non-profit organization
 - adaptable to software used for financial records
 - rapport with diverse individuals in a multi-disciplinary team
 - contentment with the part-time nature of the position
 - ...

Notes: We encourage interested individuals to apply, even if some of these preferences are not satisfied.

This position may appeal to a retired accountant/banker, or to someone who wants to use their financial skills but only on a part-time basis.

- Process:**
- Please submit a resume and cover letter to the administrative address at the top of this page, detailing your professional qualifications and specific work experience relevant to our stated preferences.
 - Alternatively, use the secure query mechanism via the email icon on the CSC website menu to provide us with your contact details, simply indicating that you would like to explore the position of Treasurer. We will reply via email so you can provide the resume and cover letter electronically.
 - The CSC will select individuals to interview from the applications received.
 - We thank all applicants for your interest, but may not be able to respond to each individual.
 - A comprehensive position description will be provided to candidates who are interviewed.