

## **BERNIE WOLFE SCHOOL LUNCH PROGRAM**

### **Treasurer 2022/2023 School Year**

The Bernie Wolfe School Lunch Program (BWSLP) is a non-profit organization dedicated to providing our students with a sense of belonging in a welcoming, caring and safe environment where parents/guardians may choose to have their children supervised over the lunch break.

#### **Position Summary**

The BWSLP Treasurer acts as the representative of the BWSLP Committee and ensures the successful financial maintenance of the program

#### **Qualifications**

- Able to work independently as well as part of a team
- A positive attitude and friendly personality
- Able to work with adults in a sensitive and professional manner
- Able to finish tasks in a timely manner
- Computer proficiency in Microsoft Office (Word, Excel) an asset
- Understanding of payroll and all payroll responsibilities is required
- Strong organizational skills

***Successful applicants are required to complete a Child Abuse Registry Check.***

#### **Responsibilities**

Working under the direction of and reporting to the BWSLP Committee and Bernie Wolfe School Administration, and working with the BWSLP Director, the successful candidate will be responsible for:

- Maintaining detailed and accurate financial records of the BWSLP
- Attending to all banking matters related to the program
- Preparing and delivering written/oral reports to the BWSLP Committee or at any related meetings concerning the program and its finances
- Tracking and collecting fees from students participating in the program
- Assisting the Director and school Administration in following up on delinquent accounts of students participating in the program
- Preparing paycheques for the program staff and attending to all matters pertaining to Canada Revenue requirements
- Maintaining and operating within a budget set by the BWSLP Committee
- Other related duties as assigned

Send your resumé to:  
Bernie Wolfe School Lunch Program  
95 Bournais Drive  
Winnipeg, Manitoba  
R2C 3Z2

***All applications must be received by May 30, 2022***

***Thank you for your interest but only those chosen for an interview will be contacted***