



Welcome Housing & Support Services (Welcome Housing) is a non-profit mission is to provide support to those experiencing housing insecurity and individuals facing houselessness. We believe in a holistic approach to housing, improved life outcomes, and community partnerships. Everyone has the right to a safe and secure home, regardless of their circumstances.

Welcome Housing is seeking a designated accountant (CPA) to serve as the volunteer Board member and treasurer. As part of the board the Treasurer will be responsible for:

- Reviewing monthly financials prepared by the Finance Manager.
- Attend regular board meetings.
- Prepare the treasurer report for quarterly board meetings.
- Be an authorized signing officer.
- Work with the Finance Manager and Executive director to oversee the preparation of:
 - Operating budget for the year
 - Cash forecasting
 - Annual audit
 - Finance related policies and procedures
- Provide general high-level financial expertise as needed to the Finance Manager & Executive Director.

We are looking for someone who has capacity to for 5 hours a month to join our working board. For more information, please contact Emily Avelar, Finance Manager

emily@welcomehousing.ca