



**Canadian Federation of Earth Sciences
Director of Finance**

The CFES Director of Finance is responsible for managing the finances of the CFES.

This volunteer opportunity requires a person with the ability to manage financial spreadsheets, attend to incoming invoices, and deposit cheques. Generally, this amounts to ~8 hours of work per month. There are two yearly activities that do, however, require more time: preparation of the annual budget (Spring) and participation in the annual financial review (answering questions from the accountants in the Summer/Fall). The Director will be expected to:

- * Do the day-to-day banking, such as paying bills, depositing cheques, and maintaining records of the transactions (both copies of invoices and input transactions in a spreadsheet).
- * Send out annual invoices to CFES member organizations and follow up after receiving payment
- * Keep track of banking and investment statements.
- * Participate in the annual financial review (organize materials for submission to the accountant, and then answer questions related to the review)
- * Prepare the annual budget in collaboration with the CFES President, and travel to the annual meeting to present it.
- * Prepare and submit annually the Canada Not-for-profit Corporations Act (NFP Act) Form 4022.

Nominations and expressions of interest should be directed to Dr. Sandra Barr (sandra.barr@acdiau.ca), CFES Past-President and Chair of the nominating committee.