



Volunteer Job Description - Bookkeeping Volunteer

Summary of Position:

The Bookkeeping Volunteers will provide support for the financial management of the Kelowna Fire Museum and Education Centre.

Qualifications:

- Willing to gain an understanding of The Kelowna Fire Museum and Education Centre's vision and programs
- Previous finance experience

Responsible To: Director of Volunteers & Donor Relations and Director of Finance & Administration

Primary Responsibilities:

1. Keep accounting database current (Simply Accounting)
2. Provide support to Director of Finance & Administration
3. Balance accounts and create financial statements
4. Process donations, membership fees, coffee shop revenue, etc.
5. Pay Invoices

Training Provided:

Orientation to the facility and regular meetings with the Director of Volunteers & Donor Relations and Director of Finance & Administration to plan activities, monitor progress and provide data, background information and problem-solving support.

Benefits of Volunteering:

- Make new community contacts.
- Gain community recognition for professional pro bono work.
- Recognition and appreciation according to the Kelowna Fire Museum and Education Centre's Volunteer program.

Time Commitment: Flexible

Length of Commitment: minimum 6 months

Grounds for Termination:

- Failure to carry out assigned responsibilities
- Misrepresenting the Society or its policies
- Breach of confidentiality

Contact Person: Director of Volunteers & Donor Relations

Date Revised: June 2009