



FINANCE COMMITTEE

OUR STORY

Since 1940, the Christmas Bureau has been providing holiday meals (and joy) to Edmontonians in need. Rooted in community and compassion, our organization is connected to over 100 social service agencies, community partnerships, and 800+ volunteers to bring together three Christmas-giving programs: our Festive Food Hamper Program, the Adopt-A-Teen Program, and 630 CHED's Santas Anonymous Toy Program.

Operational all year long, our purpose is simple: *to give joy to others. It is greater than one meal. One act of kindness can impact someone for a lifetime.*

THE COMMITTEE

The Finance Committee is a standing committee reporting to the Board. Reporting via the Treasurer / Finance Committee Chair, the Committee assists the Board to manage the financial operations and oversee compliance requirements by:

- Overseeing the development of the annual budget and three-year forecasts
- Reviewing monthly financial statements and accounting practices
- Overseeing the preparation for the annual audit
- Developing an investment strategy
- Review, monitor, and develop all financial policies and procedures ensuring compliance with standard accounting practices and compliance requirements

THE ROLE

Successful candidates will be able to demonstrate the following:

- Firstly, you're a fan of the Christmas season (and giving back to the community)
- Supporting the Christmas Bureau's mission, values, and purpose
- Finance and accounting experience - accounting experience will be given priority
- Diverse knowledge and cultural understanding of marginalized communities
- Time for all committee duties and related activities (3-4 hours per month), in addition to 8 hours of volunteer work within a calendar year

Experience in any of the following areas would be an asset:

- Prior board/committee experience
- Financial, audit, and/or accounting background
- Financial reporting and forecasting skills
- Demonstrated analytical and problem-solving skills
- Not-for-profit committee



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WHAT'S IN IT FOR ME?

- Opportunity to give back to the community, including seniors, families, and youth
- Leadership and mentorship opportunities
- Pathway to the Board of Directors
- Not-for-profit experience
- Networking and collaborating opportunities
- Fun events (and dedicated people)

NEXT STEPS

We encourage all applicants from diverse backgrounds and levels to apply, including students. Interested candidates are required to submit a resume highlighting your experience and a cover letter expressing interest.

Your application package should include:

- Cover letter outlining your interest in serving on the Finance Committee
- Resume
- Two references

Please submit your application package via email to:

- Tracey Chandler
- Email: mail@christmasbureau.ca
- Subject line: CBE Finance Committee

For additional information, please contact Adam Zawadiuk, Executive Director by email at adamz@christmasbureau.ca or by phone at 780-414-7682. For more information about the Christmas Bureau of Edmonton, visit us at christmasbureau.ca

Christmas Bureau of Edmonton
#1, 12122 68 Street
Edmonton, AB T5B 1R1
780-421-9627 (XMAS)
mail@christmasbureau.ca

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