



## **Meagan's Walk Volunteer Opportunity**

### **Position: Finance Team Lead**

**Meagan's Walk: Creating a Circle of Hope** is a community based and volunteer driven organization committed to:

- sharing a message of hope
- increasing public awareness about brain tumours and the devastating effects they have on children and their families
- raising funds for research into paediatric brain tumours.

Since its inception in 2002 Meagan's Walk has raised more than \$5 million for ground-breaking research and is having global impact on the care of and outcomes for young brain tumour patients around the world.

Volunteers are crucial to the success of Meagan's Walk and its daily operations.

The **Finance Team Lead** will be a member of the Management Team and will be responsible for leading the Finance Team and overseeing the finances of the organization ensuring its financial integrity.

#### Responsibilities:

- Provide advice, direction, support and oversight to Finance Administrator.
- Ensure accuracy and completeness of all financial reporting and budgeting.
- Ensure regulatory compliance.
- Complete quarterly audit of MBRI (Meagan Bebenek Research Institute) book of records.
- Improve organizational financial health, performance, sustainability and cash flow.
- Design financial reporting systems and processes to deliver meaningful and useful insights to enable decision-making.
- Manage financial risk and protect assets.
- Present financial reporting to Founder, Board of Directors and Management Team providing interpretation and advice.
- Ensure that the board meets all fiduciary duties.
- Develop board financial literacy.
- Facilitate strategic thinking about financial vitality for board.
- Maintain complete confidentiality of information related to the financial position of the institution as well as donor's data.

**MEAGAN'S WALK: CREATING A CIRCLE OF HOPE**  
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416.239.7843 · [meaganswalk.com](http://meaganswalk.com)

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- Attend and actively participate in meeting forums as required.

Qualifications:

- Accounting designation
- Knowledge of current accounting practices
- Understanding of non-profit and charitable organizations
- Working knowledge of Quickbooks
- Proficient in the use of Microsoft suite of applications
- Ability to meet deadlines
- Excellent verbal and written communications skills
- Collaborative/works effectively as part of a team

Reports to:

- Founder
- MBRI Board of Directors

Time commitment:

Long-term, 1 – 3 hours per week during peak periods.

Location:

- Meagan's Walk Office
- Remote

Apply by sending your resume to [volunteers@meaganswalk.com](mailto:volunteers@meaganswalk.com). Please include **Finance Team Lead** in the subject line of your email.

We thank all interested applicants. Please be advised that only those selected for interview will be contacted.