

TREASURER: THE LABOUR MARKET INFORMATION COUNCIL

The Labour Market Information Council is looking for an experienced finance and accounting professional to support the organization's strategic growth as its Treasurer.

The Organization

The [Labour Market Information Council \(LMIC\)](#) is a not-for-profit organization created in 2017 by the [Forum of Labour Market Ministers \(FLMM\)](#) to identify and implement pan-Canadian strategies to address the need for more consistent and accessible labour market information for Canadians.

LMIC's mandate is to improve the timeliness, reliability and accessibility of labour market information to facilitate decision-making by employers, workers, job seekers, academics, policy makers, educators, career practitioners, students, parents and under-represented populations.

A 15-person Board of Directors comprised of senior representatives of the federal/provincial/territorial member jurisdictions provides oversight and strategic direction to LMIC's staff.

The Opportunity

Although the LMIC Treasurer role has been traditionally filled by a member of the LMIC Board of Directors, the organization's rules allow certain Officer positions -- including that of Treasurer -- to be filled by non-Board members. There is a vacancy for the position of Treasurer and the Board of Directors has decided to recruit the next Treasurer from a national pool of qualified external candidates in an effort to ensure expert knowledge of accounting procedures and financial management in the discharge of the Board's duties.

This is a part time position (approximately 10-15 hours/month) reporting directly to the LMIC Board of Directors (through the Board Chair). This opportunity will appeal to experienced accounting professionals looking to provide strategic support to a recently constituted pan-Canadian not-for-profit in the next phase of its growth.

Compensation will be based on hourly rates (\$150 - \$175/hour) reflective of experience and industry norms. Travel and ancillary expenses related to in-person Board or other committee meetings will be covered by LMIC.

The Role

The Treasurer ensures that the organization implements and adheres to accounting, financial and risk management best-practices while working with senior LMIC staff to ensure that the Board of Directors and its committees receive timely and complete financial information necessary to their oversight role. The Treasurer shall chair the LMIC Finance and Audit Committee and will be an ex-officio non-voting member of the Executive Committee and the Board of Directors. This role reports directly to the Board of Directors.

Responsibilities

Working closely with LMIC staff, and reporting to the Board and its committees, the Treasurer is responsible for:

1. **Financial Reporting:** The treasurer is responsible for presenting financial reports to the board of directors as well as to the Finance and Audit and Executive Committees.
2. **Internal Controls:** The treasurer ensure the adherence to proper internal controls to safeguard the organization's assets and prevent fraud or misuse of funds.
3. **Compliance:** The treasurer ensures that the LMIC is compliant with all relevant financial and accounting regulations, as well as legal requirements or reporting obligations specific to organizations constituted under the **Canada Not For Profit Corporations Act**.
4. **Banking and Investments:** The treasurer provides oversight of the organization's financial transactions.
5. **Strategic Financial Planning:** Working closely with the Executive Director, the treasurer helps develop long-term financial strategies that align with the organization's mission and goals.
6. **Budgeting:** Working closely with the Executive Director, the treasurer helps to ensure that the annual budget plan is sustainable, aligned with the organization's goals and advanced in a timely fashion for Board consideration.
7. **Auditing and Review:** The treasurer may be involved in annual audits or financial reviews to ensure the accuracy and transparency of the organization's financial statements.

Qualifications

- Minimum of 7 years accounting experience
- Accounting Certification (CA, CPA, CGA) in good standing
- Familiarity with not-for-profit organizations, their management and governance
- Familiarity with the statutory and regulatory frameworks governing not-for profit organizations.
- Strong ethics and values
- Strong communications skills
- Experience as Treasurer of a national non-profit organization is an asset.

How to apply

Interested candidates are invited to forward an up-to-date resume along with an expression of interest outlining how your experience and qualifications align with the role to Treasurer@lmic-cimt.ca no later than November 23, 2023. For more information on this role and on LMIC, please contact the Executive Director, Massimo Bergamini Massimo.Bergamini@lmic-cimt.ca

Following an initial screening, shortlisted candidates will be invited to meet with the LMIC Executive Committee.