



**- ACCOUNTING CONSULTANT -  
JOB DESCRIPTION**

<b>Function</b>	<p>Added support for the EAC Treasurer (if required)</p> <p>Assist Treasurer in developing the annual budget that is presented at the seminar Board Meeting.</p> <p>Assist the Treasurer with required yearend bookkeeping and schedule preparation for the yearend file to be sent to the chosen accountants doing the review engagement</p>
<b>Qualifications</b>	<p>An accounting background or accounting experience is essential for this position, including knowledge of fund accounting as yearend adjustments in this area will be required.</p>
<b>Length of Commitment</b>	<p>For the term of the current Treasurer as long as their assistance is needed.</p>
<b>Duties</b>	<p>Assist Treasurer with the annual budget presented at the seminar Board Meeting.</p> <p>Review Treasurer's work for Seminar Board Meeting Profit and Loss Statement to be presented</p> <p>Review Treasurer's work and assist in completing all necessary yearend adjustments and file preparation for the accountant based on their yearend letter of requirements for a Review Engagement (including assisting with final fund accounting adjustments to the balance sheet based on annual net transactions). Assisting if needed in answering yearend accountant questions in regards to financial statement analysis and changes from prior year</p>
<b>Time Commitment</b>	<p>10-15 hours a year</p>
<b>Meetings to Attend</b>	<p>None unless requested by the Board or Treasurer</p>
<b>Skills Required</b>	<p>Computer skills for the accounting software being used and Microsoft Excel. Knowledge of yearend schedules required for a Review Engagement per the accountant's letter</p>
<b>Skills Developed</b>	<p>Detailed knowledge of the operation of EAC</p> <p>Financial planning and forecasting</p>

## ACCOUNTING CONSULTANT - TIMELINE

- April** Assist with preparing budget for next fiscal year for presentation, discussion and approval at the Spring Board meeting
- September** **At the end of term of office:**  
Update job description
- October** Observe yearend (August 31<sup>st</sup>) deadlines  
Receive the books from the Treasurer, when they have finished their work on the yearend, to have the final yearend adjustments made  
Compile a yearend electronic file to send to the yearend accounting firm for the review engagement. With the assistance of the Treasurer, answer questions and finalize the financial statements with the accounting firm  
Observe the final statements should be ready in time to meet the December *Embroidery Canada* submission deadline