



St. Matthew's Bracondale House

707 St. Clair Ave. W., Toronto ON M6C 4A1 tel. 416-656-2669 fax. 416-656-8052

St. Matthew's Bracondale House

Volunteer Board Member - Treasurer

For over 40 years, St. Matthew's Bracondale House ("Bracondale") has provided affordable housing for seniors and families with low to moderate incomes with funding from the City of Toronto for rent subsidies. Our supportive housing services, funded by the Ministry of Health, and our wide array of social, recreational and wellness programs for seniors living at Bracondale and in the community allows us to respond to the changing needs of our residents and seniors to enable them to continue living independently at Bracondale and in the community.

As a volunteer board member - Treasurer, you will play a key role in shaping the financial future of a dynamic, impactful non-profit dedicated to providing a dynamic community for seniors.

Our Board

The Board consists of volunteer Board Members who are an active and engaged governing body that provides oversight and strategic recommendations.

A Board Member has the following core responsibilities:

- Fiduciary responsibility: Legal responsibilities of the Board in guiding Bracondale
- Strategic responsibility: Decisions about the use of resources, programs and services

About the Volunteer Opportunity:

The Treasurer is an officer of the corporation who assists the Board in meeting its fiduciary obligations under the Ontario Not-for-Profit Corporations Act by providing financial oversight, stewardship, and advice on the organization's financial position, risks, and sustainability.

Key Treasurer Responsibilities:

- Reviewing financial reports prepared by management and external accountants for completeness, consistency and reasonableness.
- Act as chair of Audit Committee and act as liaison between the SMBH external auditor and Board for annual audits
- Ensuring the Board receives accurate and complete financial information regarding the assets, liabilities, revenues, and expenditures of the Corporation.
- Advising on the adequacy of financial controls and policies.
- Ensure reporting to tax authorities and key government agencies is completed on a timely basis.
- Create and lead a Finance Committee fostering collaboration and best practices
- Participate as a member of the Board Executive Committee



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What We're Looking For:

We are seeking a dynamic and motivated professional with **minimum of 5 years experience in finance, accounting or related fields** to join our Board.

- Strong accounting and finance technical expertise combined with strategic capabilities in financial planning, risk management, and resource allocation.
- Preference for candidates with an accounting designation (CPA) or working towards one
- Prior volunteer experience (ideally with committee or chairing responsibilities)
- Comfortable with technology and collaborative tools (e.g., Microsoft Teams, cloud accounting, general payroll, QuickBooks software, etc.)
- Demonstrated interest in the finance space and commitment to the Bracondale's mission

Commitment:

- Approximately 10-15 hours per month including board meetings
- Attend monthly Board and Committee meetings (virtual or in-person), attendance at Annual General Meeting is mandatory
- Three-year term, renewable

How to Apply:

Submit your resume and a brief statement of interest outlining your relevant experience and passion for our mission to board@smbh.ca (subject line: Board Member –Treasurer).

St. Matthew's Bracondale House values diversity, equity, and inclusion and encourages applicants from all backgrounds, including underrepresented and equity-seeking communities. Please advise if you require any accommodation to ensure you will be interviewed in a fair and equitable manner.

Closing Date: March 15, 2026