

Treasurer

Job Description:

The Treasurer is responsible for planning the season budget as well as auditing and reporting on the monthly accounting. Works closely with the club bookkeeper (administrator) on monthly accounts and balances as directed by the budget. The treasurer is responsible for the club financials with signing authority.

Duties include:

- ~ Work with President & Budget committee prior to start of year to establish the operating seasons budget.
- ~ Pay rates to be received from coaches' contract/President/hiring committee in reasonable time (as able) to prepare budget.
- ~ Co-signing authority on bank account
- ~ Authorized user for credit card provider.
- ~ Works with President and committees on growth & development opportunities as it pertains to finances.
- ~ Works with President and committees on fundraising opportunities as it pertains to financials.
- ~ Reviews Financials with bookkeeper (administrator) and President monthly or as required.
- ~ Reviews and signs all payables and payroll with co-signer.
- ~ Responsible to ensure monthly payment to Revenue Canada are processed.
- ~ Bi-weekly or monthly deposits as required.
- ~ Present month-end "Profit Loss and Balance Sheet Statements at monthly general meetings. (Documents provided by bookkeeper prior to the meeting for review)
- ~ Present year-end Budget and Balance Sheet for Annual General Meeting.
- ~ Ensure the year-end budget and Balance Sheet is provided to third party for audit as required from Board.