

# Treasurer

## Job Description:

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The Treasurer is responsible for keeping accounting records for the club including daily financial operations, monthly statements, and reporting for the Annual General Meeting in junction with the President and its boards members.

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### Duties include:

- ~ Work with President & Budget committee prior to start of year to establish the operating seasons budget.
- ~ Co-signing authority on bank account
- ~ Authorized user for Beanstream (now known as Bambora) credit card payment system
- ~ Works with President and committees on growth & development opportunities as it pertains to finances
- ~ Reviews Financials with President on a regular basis or as required
- ~ Writer for accounts payables; provides details as required or requested
- ~ Prepares payables for review and signage from co-signer (President) as required
- ~ Acceptor of accounts receivables
- ~ Provides coaches with pay schedule
- ~ Processes all coaches' payables as agreed upon with coaching contract & hiring committee
- ~ Pay rates to be received from coaches contract/hiring committee in reasonable time (as able) to prepare budget
- ~ Notifies President of any discrepancies in payroll
- ~ Process tax payments with Revenue Canada
- ~ Co -ordinates with committees for acceptance of accounts receivables
- ~ Provide up to date budget and balance sheet at monthly general meetings
- ~ Provide year-end Budget and Balance Sheet for Annual General Meeting
- ~ Provide year-end budget and Balance Sheet to third party for audit as required from Board.