

Treasurer

Description of Role & Responsibilities

Last Updated: October 24, 2023

Voting Position

General Description:

The Treasurer will:

- keep proper accounting records as required
- Responsible for the processing of all debits and credits and to keep accurate records
- Will prepare a monthly and/or quarterly reports containing all financial transactions for board of directors review
- Will prepare other financial reports as required.
- Will advise and guide EC on matters associated with finance & accounting for the club
- Prepare Y/E Report - initiate audit when required
- Will organize and manage invoices and receivables in a manner organized by season
- Leads the effort to prepare seasonal budgets for Indoor & Outdoor Seasons (using information from Accounting and past seasons)
 - Will provide financial data as needed to support the development of the season's budget and registration fees.
- Processing of any refunds or credits in Teamsnap / Sports Engine

Specialized Skills Required:

- Strong accounting and bookkeeping skills
- Economic foresight and preparedness concerning financial objectives
- Ethical fiscal and accounting practices