



DIRECTOR JOB DESCRIPTION

Treasurer DIRECTOR

Job Title:	Treasurer Director	Date:	Feb 01, 2023
MHA:	Kerry Park Minor Hockey Association	Term:	Two Year

Description

Is responsible for overseeing the financial records, including books of accounts, in compliance with the Society Act of BC.

Key Accountabilities

- Ensures the Associations financial activities are properly planned, controlled and reported.
- Produces financial information in accordance with Generally Accepted Accounting Principles (GAAP) that is meaningful and useful in decision-making to the Board of Directors and to the membership.
- Ensures the integrity of the Association's accounting system.
- Signer on Association and KPMHA team Bank accounts.
- Presents the Operating Budget for approval by the Board of Directors prior to the registration period and to the membership at the Annual General Meeting, for approval.
- Oversees the financial management of the Association, establishes financial policies and reports financial results of the Association.
- Revises a Chart of Accounts if needed.
- Ensures all financial transactions have the appropriate coding and are recorded accurately in the general ledger.
- Sets up team delegates through online banking for each team account and email details to each delegate.
- Set up team auto deposit emails and send details to Team Managers.
- Presents financial statements at the Director Meetings which includes statement of financial position that includes Profit & Loss, Current Receivables, Current Payables, Cash Flows and Budget vs Actuals.
- Establishes effective systems that control the receipt, collection and safeguarding of all monies to which the Association is entitled.
- Approves Officials Pay through the current Payment platform on a monthly basis.
- Oversees financial controls including segregating revenue control duties among volunteers to separate authorization, custody, record-keeping and control functions; taking into account the Association's organizational structure, volunteer availability, amount of revenue and acceptable levels of risk when doing so.
- Facilitates year-end reviews and presents the reviewed annual financial statements to the membership at the Annual General Meeting.
- Updates Officials payroll workbook and then uploads current ref pay to google drive for Bookkeeper to process.
- Review seed carryover spreadsheet provided by Bookkeeper.
- Uploads copies of the deposit slips, TeamSnap deposits, monthly reports, receipts and all other important papers to the Association's google drive on a regular basis.
- Prints and signs cheques for Accounts Payables when necessary.
- Approves all Association and Team E-transfers through online banking system.
- Deposits all Accounts Receivable cheques into the Association's bank account at the preferred banking institution on a regular basis.
- Deposits any team cheques that come in the mail into the team bank account and send a confirmation deposit slip to the Team Manager.

- Collects the mail and any envelopes left at the Kerry Park Recreation office under the treasurer's name.
- Reviews tournament budgets and Finance and forecasts revenue to ensure tournaments are viable.
- Orders association cheques from bank when needed.
- Check mail box at Pharmasave once a week.

Experience

Minimum 5 years bookkeeping experience is strongly preferred. Strong attention to detail and organization is also important. Must also be comfortable working with; Excel, QuickBooks, Word, Power Point, PDF creator and Google Drive.

Typical Committees

Budget Committee, Community Gaming Grant Committee, and Bursary Committee.