



## Armstrong Cooper Youth Hockey Association Job Description

<b>Title:</b>	<b>Treasurer</b>
<b>Role:</b>	<b>Executive Board Member</b>
<b>Election/Appointment:</b>	<b>Elected by membership</b>
<b>Voting Status:</b>	<b>Voting</b>
<b>Budget:</b>	<b>Budget responsibility</b>
<b>Term:</b>	<b>Three years, year three in the cycle</b>
<b>Compensation:</b>	<b>full hours</b>

**Description/Role:** The Treasurer is responsible for the oversight and management of the associations finances.

### **Position mandatory requirements:**

- Must attend monthly ACYHA Board of Directors meetings on the second Monday of the month.
- Must attend the monthly ACYHA Executive meetings on the first Monday of each month or as scheduled.
- Must attend the annual meeting of ACYHA Membership in April
- Attend the Team manager trainings in the fall
- Ability to plan and forecast budgets and raise concern regarding the finances to the boards attention
- Responsible for all financial activities of the Association, including budgeting/forecasting for new fiscal year
- Bank reconciliations
- Monthly reporting at Board meetings (balance sheet, profit & loss)
- Issue checks as necessary
- Work with outside CPA firm for audit/reviewed financial statements for Association
- Work with Ice Schedule Director on ice time payables and receivables
- Meet with Traveling Managers for expectations, distribution of team check-books, and collection responsibilities
- Ensure collection of all outstanding debt, including membership fees
- Process and administer scholarship applications and financials
- File annual renewal as non-profit organization with MN Secretary of State
- Direct the Assistant Treasurer in tasks and determine what tasks that role will support
- Training your successor at the May meeting at the end of your term

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### Desired Skills:

- Strong communication skills
- Familiarity with or ability to learn NGIN
- Must have experience with Quickbooks and bookkeeping skills and background
- Detail oriented
- Effective time management
- Strong organization skills
- Ability to work with individuals throughout the organization
- Computer skills; e-mail access
- Positive, helpful attitude
- Ability to attend the monthly meetings and do work between meetings

### Reporting:

- This role reports to the Board Chairman
- The Gambling Manager reports to the Treasurer and the Chairman
- The Assistant Treasurer Reports to the Treasurer