



## Armstrong Cooper Youth Hockey Association Job Description

<b>Title:</b>	<b>Assistant Treasurer</b>
<b>Role:</b>	<b>Volunteer</b>
<b>Election/Appointment:</b>	<b>Appointed</b>
<b>Voting Status:</b>	<b>Non-voting</b>
<b>Budget:</b>	<b>No Budget responsibility</b>
<b>Term:</b>	<b>One year term, year two in the cycle at a minimum to gear up to replace and outgoing Treasurer in year three of the cycle</b>
<b>Compensation:</b>	<b>full hours</b>

**Description/Role:** The Treasurer is responsible for the oversight and management of the association's finances. The assistant will support the treasurer in this task and learn the role. This position can be filled by someone looking to move into the Treasurer role.

### **Position mandatory requirements:**

- Must attend monthly ACYHA Board of Directors meetings on the second Monday of the month.
- 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 supporting the financial activities of the Association, including budgeting/forecasting for new fiscal year
- Bank reconciliations of the team accounts
- Monthly reporting at Board meetings (balance sheet, profit & loss) if Treasurer is absent
- Meet with Traveling Managers for expectations, distribution of team check-books, and collection responsibilities
- Training your successor at the May meeting at the end of your term

### **Desired Skills:**

- Strong communication skills
- Familiarity with or ability to learn NGIN
- Must have experience with Quickbooks and bookkeeping skills and background



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- Detail oriented a must
- Effective time management
- Strong organization skills
- Ability to work with individuals throughout the organization
- Computer skills; e-mail access
- Positive, helpful attitude. Willingness to speak your mind.
- Ability to attend the monthly meetings and do work between meetings

### Reporting:

- This role reports to the Treasurer