

TREASURER **(Voting Board Member)**

Person is voted onto the board by the association and appointed into this position by the current voting board members.

Major Role: The Treasurer is accountable for all monies going in and out of the bank accounts. As a member of the association's board, this role is a representative of the general hockey public, working in the best interest of the entire youth organization. You will attend board scheduled meetings to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

Responsibilities:

- All league bills will be channeled through the Treasurer for payment.
- During the summer months, the Treasurer will work with other Board members to project and finalize budgets.
- After registration, the Treasurer will accept and deposit funds received by the Registrar.
- Work closely with Team Managers and Vice President to ensure all fees are collected.
- During the hockey season, the Treasurer will collect late registration monies and deposit them.
- Work with the appropriate board members to obtain scholarship money for the league, which will include seeking and writing grant applications
- Record all receipts and payments of association funds
- Reconcile all bank accounts and complete yearly tax requirements
- Work with the tournament to pay for tournaments
- Prepare written monthly financial reports for the board meetings
- Yearend audit compilation

Functional Areas

Registration Coordinator		

Key Competencies:

- Working knowledge of compatible accounting software
- Interpersonal skills, ability to collaborate and interact with many people
- Strong ability to develop and foster relationships
- Ability to negotiate and resolve conflict, provide constructive feedback
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self motivated and takes initiative
- Hockey and/or business knowledge is a plus
- Base computer skills including email and word processing is required

Job Requirements:

- Accounting and budgeting experience for companies with many different activities
- Contribute required time which may include weekends and evenings thought the entire year
- Ability and willingness to attend many games
- May be required to attend a game or meeting with little notice
- May be required to drive to required locations, i.e. arenas or meetings
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence
- Must attend BBLHYHA Board and membership meetings as scheduled