

## **Treasurer**

### **Position Specific Skills**

This person must be good with numbers, and also familiar with Quickbooks – the accounting software used by the association. Must be able to complete tasks in a timely manner and follow through with collections. A Flexible work schedule is helpful, as deposits to banks, additional sign-offs from other board members may be needed on short notice.

### **Responsibilities**

- Day to day finance related operations of the association. Will work closely with the VP – Administrative Operations, and/or with the help of a Board approved accountant.
- Assure all CYHA bills are paid in a timely manner.
- Assure that the CYHA Guidelines of payment dates are enforced.
- Assure that amounts collected match amounts expected.
- Deposit money into accounts in a timely manner. • Report to the Board any unauthorized (Board vote) bills.
- Report to the VP – Administrative Operations any discrepancies between actual and budget in the various categories that could be a cause for concern.
- Provide summary financial reports in the form of a P&L and Balance Sheet to the board on a monthly basis to be included in the minutes.
- Maintain as many accounts as necessary to keep track of the various funds (arena fund).
- Provides Annual Financial Report to the organization.
- Send out tournament fees to each team.
- Utilize team managers to communicate payment information.
- Approximately, December 15, put together plan to collect payment from families that are not current in their payments. Families with outstanding balances do not participate in District tournaments, exceptions can be made if the family has arranged a payment plan and is making payments according to that plan.
- Participate in the annual budget process. Provides input from last year's records regarding income, expenses and headcounts.
- Assure In-house referees are paid as determined by the CYHA Referee Coordinator, as well as reimbursed for taking certification test.
- Reimburse Coaches for CEP training.
- Have a key to the PO Box and the CYHA lock box. Shares the responsibility to pick up the mail from the Post Office with the President.