

Sun City Softball Club

Position Title: Treasurer

Jack Leahy

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Purpose:

The treasurer is responsible for the management and disbursement of funds for the Sun City Softball Club. The Treasurer's role is the most important function on the Committee, after that of the President. Financial accountability is of the utmost importance to this organization.

Sun City BY-LAWS: The Treasurer shall keep all records of financial transactions and assets, collect dues, and maintain the Club's checking account.

Key Responsibilities:

- Work within the guidelines and procedures set down by the Committee
- Ensures the Committee's financial policies are being followed
- Reports to the Committee and on all finances
- Prepares any required financial reporting forms
- Maintains all bank accounts
- Oversees all financial transactions
- Chief signatory and authority on all cheques, bank accounts and payments
- Monitor all insurance policies so the club, members, and members of the public are covered fully at all times
- Control cash flow
- Liaise with the Membership Manager to ensure player and membership fees are paid
- Ensure all monies collected are banked in the correct designated bank accounts
- Ensure all invoices are paid on time
- Manage financial procedures
- Make recommendations to the Committee regarding financial management
- Report to the Board at each Board meeting on the club's financial position
- Report to the members at General Meetings and the Annual General Meeting on the club's financial position

Qualifications:

- Good knowledge of basic computer packages (email, Google docs, forms, sheets, and Quickbooks)
- An accounting background would be ideal but not compulsory
- Pleasant manner, patience, problem-solving ability, dependability