



DIRECTOR JOB DESCRIPTION

TREASURER/FINANCE DIRECTOR

Job Title:	5. Treasurer/Finance Director	Revised Date:	April 09, 2018
MHA:	Kerry Park Minor Hockey Association	Term:	Two Years

Description

Is responsible for the general financial affairs of the Association, overseeing the keeping of the financial records, including books of accounts, in compliance with the Society Act of BC.

Key Accountabilities

- Ensures the Associations financial activities are properly planned, controlled and reported.
- Produces financial information in accordance with Generally Accepted Accounting Principles (GAAP) that is meaningful and useful in decision making to the Board of Directors and to the membership.
- Ensures the integrity of the Association’s accounting system.
- Chairs the annual Budget Committee to prepare an itemized annual operating and capital budget for the subsequent fiscal period.
- Presents the Operating Budget for approval by the Board of Directors prior to the registration period and to the membership at the Annual General Meeting, for approval.
- Oversees the financial management of the Association, establishes financial policies and reports financial results of the Association.
- Establishes a Chart of Accounts that is revised as needed.
- Oversees the Association’s bookkeeper and any other service provides providing accounting services.
- Ensures all financial transactions have the appropriate coding and are recorded accurately in the general ledger.
- Presents financial statements at the Director Meetings which includes statement of financial position that includes Profit & Loss, Current Receivables, Current Payables, Cash Flows and Forecasts to year-end.
- Establishes effective systems that control the receipt, collection and safeguarding of all monies to which the Association is entitled.
- Oversees financial controls including segregating revenue control duties among volunteers to separate authorization, custody, record-keeping and control functions; taking into account the Association’s organizational structure, volunteer availability, amount of revenue and acceptable levels of risk when doing so.
- With the assistance of the President, initiates the purchase of goods and/or services, provided the goods and/or services are included in the approved operating budget.
- Facilitates the annual Notice to Reader engagement as per approval by the Board of Directors or unless otherwise specified in the Society Act.
- Facilitates year-end reviews and presents the reviewed annual financial statements to the membership at the Annual General Meeting.
- Manages Provincial Gaming Grant reporting requirements.
- Attends Director Meetings and prepares monthly Treasurer reports for the Director Meetings.

Experience

Previous experience working in accounting or financial management is an asset.

Typical Committees

Budgeting Committee, Policies and Procedures Committee