



Cochrane Minor Hockey (CMHA).

Title:	CMHA Finance Director	Category:	Executive Committee
Organization:	Cochrane Minor Hockey	Req #:	CMHA 19
Location:	COCHRANE, ALBERTA	Reports To:	VP Administration

Nominations Accepted By:

administrator@cochraneminorhockey.com

MAIL:

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Job Description

Position Summary:

The Finance Director shall administer all matters relating to the financial operations of Cochrane Minor Hockey. In so doing, the Finance Director shall ensure compliance with the Association by-laws, operating policies, rules and regulations as well as Association Board of Directors decisions. Without limiting the generality of the foregoing, the Finance Director shall:

Specific Responsibilities would include, but not be limited to:

- ☛ Maintain a proper set of books and accounts which reflect all monies received and disbursed.
- ☛ Submit a written monthly statement of the Association finances to the Board of Directors.
- ☛ Recommend to the Board of Directors special measures, which may be required to correct unsatisfactory financial situations, which may arise in the operation of the association.
- ☛ Maintain records and audit, as required.
- ☛ In collaboration with the VP Administration prepare a budget on anticipated expenditures for the next playing year, and submit this budget to the association Board of Directors for approval at a time to be directed by the President.
- ☛ Present to the Annual General Meeting a written report and financial statement on the financial operations of the association for the last complete fiscal year and interim statements for the current season.
- ☛ Arrange for audit or review of the House League books of account as directed by the Board.
- ☛ Serve as signing officer CMHA bank accounts.
- ☛ Coordinate with Registrar to receive and deposit registration fees and rep fees.
- ☛ Coordinate with Ways & Means Director to receive and deposit Sponsorship fees.
- ☛ Maintain regular payment of league liabilities and record same, employing proper accounting practices.
- ☛ Coordinate ice rental agreements with Ice Coordinator.
- ☛ Shall serve on the Sponsorship Committee and the Bursary and Scholarship Fund Committee.
- ☛ Perform such other duties as the President may direct.

Qualifications would include, but not be limited to:

- ☛ CMHA Member in good standing.
- ☛ Ideally an individual with a finance / business background.