



Fastball St. Albert Association Treasurer

Description

This position is part of the FSA Executive Team and responsible for maintaining the finances for Fastball St. Albert. While bookkeeping is a critical part of this role, the role is also strategic in nature and therefore the incumbent is ideally someone with a financial background. This will enable them to maintain good books, prepare financials, run forecasts and make suggestions on strategic opportunities.

Duties will include:

- Maintaining accurate records of financial activities and an audit trail of approvals for both the FSA community and Performance programming
- Prepares the yearly treasurers report for FSA and the Performance Program
- Provides a monthly financial update at board meetings for FSA and the Performance Program
- Runs projections on strategic initiatives e.g., new dome
- Files annual return after the AGM (due in September, so always a bit late)
- Releases payments and expenses
- Works with the registrar to ensure all payments are received related to registrations and adjustments (refunds, transfers etc) are completed as required
- Provides budget information to board and specific board members as needed e.g., Facilities Director

Sub committees

The treasurer will lead a financial sub committee which will meet quarterly to review financials in more detail and discuss strategic initiatives bringing forth recommendations to the board as needed.

Authority

The Treasurer has the authority to sign off and provide payments for approved expenditures as authorized by the board or any Director (as specific to their role) in conjunction with an executive board member e.g., the tournaments director may request payment to umpires for a tournament weekend which is then signed off on by the President and released by the Treasurer