Duties of the Finance Director

* Maintain files of all soccer account payables and receivables and reconcile Treasurer’s files to reports provided by the Fort Saskatchewan Minor Sports Association (FSMSA) office.
* Maintain close contact with the FSMSA office on all soccer financial matters.
* Coordinate submission of all invoices for payment by the FSMSA office.
* Maintain one of the signing authorities for the Fort Saskatchewan Soccer.
* Prepare purchase orders to be signed by other soccer signing authorities.
* Report to the Executive Committee all expenditures exceeding budgeted amounts.
* Coordinate collection of soccer registration fee with the Minor Sports Association office.
* Work with the FSMSA office to make and monitor special payment arrangements with members requiring financial assistance to pay for registration fee.
* Present financial report at all Executive Committee meetings.
* Prepare the semi-annual outdoor and indoor season soccer budgets consulting with other Executive members.
* Review any payments or honorariums made to referees, outdoor field line marker or other individuals.