



# DIRECTOR JOB DESCRIPTION

## TREASURER/FINANCE DIRECTOR

<b>Job Title:</b>	5. Treasurer/Finance Director	<b>Revised Date:</b>	April 08, 2019
<b>MHA:</b>	Kerry Park Minor Hockey Association	<b>Term:</b>	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 Budget vs Actuals.
- 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 the annual Managers meeting
- Facilitates an annual Team treasurer meeting

- Provides guidance to all managers/ team treasurers on creating their team budget before October 15<sup>th</sup>.
- Collects and stores team budgets (Oct), actuals (Dec and March) along with receipts and cheque stubs from each team.
- Sets up and changes signers on the team accounts at Island Savings Credit Union.
- Pays officials on a monthly basis.
- Uploads copies of the deposit slips, monthly reports, receipts and all other important papers to the KPMHA google drive on a regular basis.
- Prints cheques for Accounts Payables.
- Collects the mail and any envelopes left at the Kerry Park office under the treasurer's name.
- Deposits all Accounts Receivable cheques into the KPMHA bank account at Island Savings Credit Union on a regular basis.
- Separates registration deposits from all other Accounts Receivable.
- Attends Director Meetings and prepares monthly Treasurer reports for the Director Meetings.

## **Experience**

Minimum 5 years bookkeeping experience is a must. Strong attention to detail and organization is also important. Must also be comfortable working with; Excel, Quickbooks, pdf creator and on a google drive.

## **Typical Committees**

Budgeting Committee, Policies and Procedures Committee