



DIRECTOR JOB DESCRIPTION

VICE PRESIDENT, ADMIN AND FINANCE

Job Title:	Vice President, Admin & Finance	Revised Date:	April 1, 2020
MHA:	Kerry Park Minor Hockey Association	Term:	Two Years

Description

Is responsible for the overseeing of KPMHA Administration and the general financial affairs of the Association, overseeing the financial records, including books of accounts, in compliance with the Society Act of BC. Attends Director Meetings and prepares monthly VP Admin/Finance reports for the Director Meetings.

Key Accountabilities

- **Financial:**
 - 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.
 - 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.
 - Oversees the solicitation and work of the bookkeeper.
 - 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.
 - Provides guidance to all team treasurers on creating their team budget before October 15th.

- 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 the preferred banking institution.
 - Approves Officials Pay through the Payment Solution System on a monthly basis.
 - Uploads copies of the deposit slips, monthly reports, receipts, e-transfers and all other important papers to the Association's google drive on a regular basis.
 - Prints cheques for Accounts Payables when necessary.
 - Deposits all Accounts Receivable cheques into the Association's bank account at the preferred banking institution on a regular basis.
 - Collects the mail and any envelopes left at the Kerry Park Recreation office under the treasurer's name.
 - Separates registration deposits from all other Accounts Receivable.
- **Administration:**
 - Hosts the annual Managers'/Team Treasurers' meetings.
 - Ensures general affairs of KPMHA are in compliance with the Society Act requirements, including the filing of necessary documentation.

Experience

Minimum 5 years bookkeeping experience is strongly preferred. Strong attention to detail and organization is also important. Familiarization with the Society Act of BC. Must also be comfortable working with; Excel, QuickBooks, Word, Power Point, PDF creator and Google Drive.

Typical Committees

Budgeting Committee, Policies and Procedures Committee