



POSITION DESCRIPTION

Position Title: Treasurer

Member of: Executive Committee

Term: 2 Year (appointed by SMHA Executive Committee)

Purpose / Summary: Oversees the financial operations of the Stettler Minor Hockey Association (SMHA), including banking, record management, financial reporting and budgeting.

KEY RESPONSIBILITIES

- Manage SMHA banking functions and bookkeeping, maintaining accurate financial records and backup documentation for all Association transactions.
- Track incoming and outgoing funds including registration payments and refunds, ice fees, referee fees, equipment purchases, development programming, sponsorship, fundraising and general operating expenses.
- Prepare and present monthly financial reports to the Executive and Board of Directors.
- Compile year-end financial statements for Annual General Meeting and coordinate completion of annual financial review and audit requirements.
- Support team managers and division directors with financial processes, including bank account access, budgeting, reporting requirements and year-end reconciliations.
- Collaborate with SMHA Fundraising & Sponsorship Director to submit required AGLC reporting and regulatory documentation.
- Provide financial information and recommendations to support Board decision-making.
- Assist with development and monitoring of the annual SMHA operating budget.
- Act as a signing authority on SMHA bank accounts.

REQUIRED TIME COMMITMENT

- Approximately 10 hours per month, with additional time commitment required during registration periods, budget planning and fiscal year-end activities (May 31).
- Attend all monthly SMHA Executive and Board meetings and present financial report and updates.

QUALIFICATIONS & COMPETENCIES

- Strong attention to detail and ability to maintain accurate financial records.
- Willingness to learn and support SMHA operations, policies and hockey processes.
- Basic computer proficiency, including email, Word and Excel and online banking systems.
- Reliable access to a computer and internet connection.
- Familiarity with QuickBooks, Wave or similar accounting software is considered an asset.
- Previous bookkeeping, accounting, budgeting or financial administration experience is preferred.