



TriPort Minor Hockey Association

P.O. Box 1751, Port McNeill, BC V0N 2R0

Email: [triportmha@gmail.com](mailto:triportmha@gmail.com) Website: [www.triport hockey.ca](http://www.triport hockey.ca)

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## **Casual/Part-Time Treasurer Annual Honorarium**

Do you have a background in finance and accounting and want to use your skills to volunteer for a great organization? TriPort Minor Hockey Association manages 4 hockey programs with approx. 300 players in the Mount Waddington Region, and we are currently looking for a Treasurer to join our Executive.

The successful candidate must have relevant experience with budgeting, accounts receivable and payable, bank reconciliations, financial statements, and accounting best practices amongst other skills consistent with the position. Experience using Sage Accounting is a must for this position. Previous work with Board of Directors and/or Not-for-Profit organizations would be an asset but not essential.

This is the first time that the TriPort Treasurer will be responsible for the finances of all TriPort hockey programs and may require some extra work while we transition. With the scope of the job duties increasing, TriPort has decided to supplement this position with an annual honorarium of \$5000.00.

If you are interested, please review the job description included with this post. Should you wish to apply, send your updated resume and a cover letter outlining your experience and motivation for applying to the TPMHA to [triportmha@gmail.com](mailto:triportmha@gmail.com).

While we appreciate everyone's interest in this position, please note that only short-listed candidates will be contacted.

## **Treasurer - TriPort Minor Hockey Association**

### **JOB DESCRIPTION**

As the TPMHA Treasurer you will be expected to but not limited to:

1. Recording and maintenance of financial records and reports to the Society and its accountants,
2. Working closely with the Administrator in the collection of fees
3. Working closely with the Administrator in the payment of invoices primarily from BC Hockey and VIAHA
4. Shall present accurate monthly statements at all monthly TriPort meetings, and financial statements at each AGM,
5. Responsible for flagging registrants that are not paid in full or have arranged alternate payments plans and maintain accurate records for those individuals.
6. Responsible for record keeping of all TriPort financial activities.
7. Responsible for paying all TriPort bills in a timely fashion.
8. Responsible for invoicing (as required) in a timely fashion.
9. Keep accurate, organized and up to date files on financial activities through Sage Accounting.
10. Responsible for working collaboratively with the TriPort President, Administrator and Gaming Coordinator in preparing and submitting the annual application for Gaming Funds and completing the Summary report.
11. Work in conjunction with the Finance committee to complete the Annual Budget, Gaming Grant, or any other financial requirement by the Society.
12. Sit on the Executive and act as an Officer of the TPMHA.
13. Evaluate, review, and recommend financial policy to the TPMHA Executive
14. Carry out other duties as assigned by the Executive.
15. Review monthly bank reconciliations.
16. Review and sign cheques or process e transfers for payment.
17. Annual correspondence and dealing with Auditors to ensure Audited Financial Statements are prepared and ready for AGM.
18. Provide insight on other financial matters of the Society as they arise.



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## **JOB REQUIREMENTS**

Education and Experience:

1. Completion of Grade 12 and post-secondary courses in bookkeeping, accounting, and business.
2. OR an equivalent combination of education and experience may be considered.
3. Must have a good understanding of Sage Accounting
4. Experience in reconciling accounts.
5. Experience with Boards of Directors and/or Not-for-Profit Organisations is an asset but not mandatory.

Knowledge, Skills, and Abilities:

1. Ability to deal with others effectively.
2. Ability to operate computerized systems and other related equipment.
3. Ability to organize work.
4. Ability to work deadlines.

Preference may be given to applicants with any of the following:

1. Financial experience
2. Experience working with Sage.