**Treasurer Position**

The Wetaskiwin Minor Hockey Association (WMHA) requires a Treasurer. This position is a part time seasonal contracted position from July 1, 2019 to June 30, 2021. This position will work largely from home with occasional hours in the WMHA Office.  The successful applicant must pass an R.C.M.P. security clearance check.

**Responsibilities:**

1. Reports directly to the President and Vice President
2. Acts as authorized signing authority for all WMHA bank accounts.
3. In General, has charge and custody of and is responsible for all funds and securities of WMHA; shall receive and give receipts for monies due and payables to WMHA from any source whatsoever and deposit all such monies in the name of WMHA in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of the by-laws and in general shall perform all duties incident to the office of the Treasurer.
4. Maintains the financial books and records for WMHA.
5. Receives and deposits all registrations and similar fees from the Register on a timely basis.
6. At year end, prepares a reconciliation of the Registrar on a timely basis. At year end, prepares a reconciliation of the Registrar’s database to the fees deposited.
7. Ensures payment of expenditures on a timely basis.
8. Presents a report to the Board on a monthly basis of the operating results of WMHA.
9. Along with the members of the Finance Committee, prepares the budget and presents the budget to the Board for approval.
10. Monitors revenue and expenditures throughout the year and when necessary, makes recommendations on revisions to the budget for approval by the Board.
11. Monitors the bank accounts to ensure appropriate use of funds and levels of funding in each account.
12. After the fiscal year end, prepares the books and records for audit and liaise with auditors throughout the duration of the audit.
13. At the Annual General Meeting, presents the audited financial statements.
14. Any other duties as assigned by the President or the Board.

**Qualifications:**

* Appropriate and relevant training preferred
* Experience working with non-profit financials
* Experience working with a common computer bookkeeping system (QuickBooks, Simply)
* Experience working with Microsoft Office and Excel
* Able to work with minimal supervision
* Flexible and adaptable

**Honorarium:**

* This position will receive an honorarium of $500/month.