

YELLOWKNIFE MINOR HOCKEY ASSOCIATION

POSITION DESCRIPTION

Approved: 04 March 2008

POSITION: Director, Finance

REPORTING TO: President

AUTHORITY: Administer Association policies and procedures relating to financial management administration.

As further determined by a decision of the Executive Committee.

RESPONSIBLE FOR: Overseeing the management of Association finances.

DUTIES:

- Serving as a member of the Executive Committee;
- Acting as Treasurer for the Association;
- Maintaining Association financial accounts according to generally accepted accounting standards;
- Depositing all monies received by the Association in the appropriate bank account;
- Soliciting annual contributions from Association sponsors;
- Supervising the management and disbursement of funds;
- Establishing proper financial controls for the expenditure of funds;
- Paying invoices as required;
- Ensuring that book keeping is accurate and timely;
- Arranging for an audit of Association accounts, if required.

DESIREABLE ASSETS:

- Commitment to the Association Vision, Mission, and Values
- Ability to meet personal commitments and agreed-upon deadlines.
- Good organization and inter-personal skills

TIME COMMITMENT:

- Approximately two hours per week during the hockey season.
- Approximately one hour per week during the rest of the season.

