

CAMPBELL RIVER YOUTH SOCCER ASSOCIATION ROLES AND RESPONSIBILITIES



Position: Treasurer

Purpose: The Treasurer, subject to the direction of the Board of Directors (BOD), has general responsibilities for the financial affairs of CRYSA.

Duties and Responsibilities

- Working with the Executive and BOD, compile and maintain an annual operating budget.
- Implement and/or maintain the book keeping system and accounting processes required to provide a detailed set of records of income and expenditures of CRYSA.
- Responsible for all day-to-day book keeping and handling of accounts payable and accounts receivable issues.
- Process scheduled payments for contractors including Administrator, Technical Director, coaching staff, trainers, referees, etc.
- Ensure proper controls related to financial affairs are maintained and audited accordingly.
- Have custody of all funds, securities, financial records, and tax documents.
- Publish a monthly and year-end financial statement.
- File/send all reports to the appropriate government agencies in a timely manner.
- Ensure CRYSA maintains a non-profit status.
- Ensure all accounts payable, bills, and reimbursements are signed off by a CRYSA executive prior to payment.
- Pay all bills that are related to the CRYSA annual operating budget, or have otherwise been approved by the BOD in a timely manner.
- Obtain BOD decisions for expenditures not covered in the annual budget.
- Maintain a bank account in the clubs name that is reconciled on a monthly basis.
- Have shared signing authority for club expenditures in accordance with constitution.
- Attend scheduled CRYSA Board of Director meetings.

Knowledge and Skills

- Have a basic understanding of CRYSA's constitution and operations.
- Knowledge of general accounting practices for non-profit organizations.
- Skilled in the use of electronic bookkeeping.
- Ability to create reports.

Commitment

Commitment 4 - 5 hours per month

The Campbell River Youth Soccer Association is a non-profit, community-based organization run by volunteers, whose mission is to make soccer accessible, affordable, and fun to children of all age and competition levels.

December 7, 2015