

JOB DESCRIPTION TREASURER

Objective: Responsible for managing the day to day finances for SVJFAC.

Responsibilities:

- Maintain accurate records of receipts and expenses and present them at the Board of Directors and General Association Meetings.
- Monitor and report to the Board Directors and General Membership the status of the year-to-date compliance with the approved budget and expectations on a monthly basis.
- Support the registration process for each of the programs.
- Support Cash Bash and Cheerfest by attending both events (for the duration of the event) to manage income generated, as well as providing startup money for each of the stations.
- Support Admissions at home games by providing startup money and coordinating with Cheer prior to the first shift, managing money collection at the end of the last shift, reconciliation of admissions fees and referee fees and sending final payment to WPYFL.
- Provide payment to referees at each home game, to include both WPYFL refs, as well as the Diocese.
- Ensure timely payments to vendors to maintain good credit relationships.
- Renew insurance policies on an annual basis.
- Support Concessions Operations by providing startup money as needed, along with payment for teen workers.
- Coordinate with the President and Vice President on funding sources for special capital projects.
- Manage cash balances to ensure reasonable return on investments of Association reserves.
- Track and monitor credit card transactions to ensure appropriate usage and no abuse is taking place.
- Present a fiscally conservative perspective to spending discussions.
- Generate an annual budget, along with Football, Cheer, Facilities, Concessions, Finance, Vice President and President.
- Liaison to financial institutions and government entities for grants, loans and other financial transactions.
- Submits annual financial information to financial institutions as required by loan covenants.
- Preparation Annual Form 990 = Federal Tax Return for Exempt Organizations.
- Distribute confirmation letters to Donors as required by IRS related to charitable contributions received.
- Preparation and distribution of IRS Forms 1099-MISC to winners of annual raffle.
- Attend all Board Meetings and General Meetings.
- Vote on Appointments of coaches, appointed chairs, and matters that come before the Board and General Meetings.
- Institute, document, monitor and emphasize best practices for role

Skills Required: Communication, Interpersonal, Finance/Accounting, Organizational, Computer.