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| **Position Title** | Kingston Women’s Soccer Club Treasurer | **Date:** | November 2011 |

**Position Purpose**

The Board of Directors shall conduct the business of the Club during the periods between general meetings of the Club and in accordance with the authority granted to it in the published rules of the Club.

The Treasurer shall be the custodian of the financial books; shall ensure that full and accurate records are kept of the accounts of the Club; shall make deposits and issue cheques; shall assist with the collection of applicable fees and arrears, shall present a budget for each season; shall report to the Board of Directors at least once per quarter; shall submit an Annual Report to the Annual General Meeting; and shall attend Board meetings as required.

**A. Major Accountabilities**

1. **Operational duties** 
   * Assist in the day to day financial operations of the club
   * Preparation of Budget for respective season
   * Compile financial statements for team distribution
   * Shall report delinquent members to the Board
   * Shall prepare quarterly statements to Board of Directors and have available for Board Meetings
   * Shall provide financial guidance and recommendation for disbursement of funds
   * Responsible for payment for associated costs, i.e. fields, referees, OSA fees, etc.
   * Collection of fines, late payment fees, protest fees in accordance with the fee schedule
   * Deposit all monies in a timely manner
   * Comply with Regulations as set out by Canada Revenue Agency and remit HST payment
   * Preparation of Financial Statements to be submitted to Auditor
   * Comply with and assist Auditor

1. **Other Duties** 
   * Assist with collection of registration fees
   * Attend Board of Directors meetings when required

**B. Skill**

* + 1. **Education** 
       - Three (3) or Two (2) year Post Secondary Business Administration Diploma, or Post Secondary Education Majoring in Finances/Business

* + 1. **Licenses, Trades, Certificates, Professional Designation** 
       - CA, CGA, CMA

1. **Experience** 
   * + - Experience working as volunteer
       - Participation on committees
       - Knowledge of GAAP and GAAS
       - Knowledge of Soccer administration and applicable rules
       - Experience with a variety of different software applications: Microsoft Word, Excel, Outlook, Simply accounting/quick books
       - Experience with website administration

1. **Abilities** 
   * + - Effective interpersonal skills
       - Excellent time management and organizational skills
       - Effective communication skills, both written and verbal
       - Ability to work well in a team environment with strong leadership skills

**D. Responsibilities**

**1. Decision Making**

 In consultation with Board members and working committees, working collectively through discussion to arrive at the best solution

**2. Administration**

* + - * Preparation Financial records for auditing purposes
      * Preparation of Financial Report for Annual General Meeting budget for approval

**3. Contacts**

* + - Membership of KWSC
    - Other agencies; SOSA office, City of Kingston, community soccer associations
    - Various municipalities –regarding leasing and payment agreements for soccer fields.

**E. Working Conditions**

**1. Work Environment**

* Work from home, evenings, week-ends
* Monthly meetings of the Board of Directors
* General Meetings held quarterly
* Annual General Meeting held in November

**F. Conditions of Employment**

* Criminal Police Information Check (CPIC)
* If a Member of KWSC, must be in Good Standing with club

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| Job Description  Approved by (Print): |  | Date |  |
| President Signature: |  | | |
| Secretary Signature: |  | | |