

# Treasurer Job Description

Approved by the Board – April 30, 2022



East County Revolution Football Club (ECRFC) states in its By-Laws that a Treasurer must be elected to serve on the Board of Directors. The Treasurer is responsible for the financial affairs of ECRFC and shall monitor the financial health of the Club.

**Responsibilities** are the following:

- Work with the Club Accountant to ensure adequate and correct books and accounts of ECRFC's properties and transactions are kept up to date;
- Ensure deposits of all money and other valuables in the name and to the credit of ECRFC with such depositories as the Board may designate;
- Provide monthly financial reports, which include profit/loss report, balance sheet, team account balances and delinquencies, to be given to the Board of Directors, and membership, when required, by these By-laws or by the Board;
- Work with the Club Accountant in preparing, or overseeing the preparation of, any and all papers pursuant to the Articles of Incorporation and tax exemption status of ECRFC or forms needed for income tax purposes;
- Work in close coordination with the President, Vice President and Director of Coaching, to prepare the annual budget for adoption by the Board and at least quarterly review and report findings to the Board on the adherence to the budget;.
- Receive checks from Club accountant on a bi-weekly basis. Review attached invoices, sign checks, obtain second signature from other approved account signers, and mail checks.
- Establish a policy by which all financial aid requests will be considered and review all requests for financial assistance.
- Work with Registration Director to establish registration fee schedules and help troubleshoot registration payment issues
- Serve, with the President, Vice-President, Secretary, and Member-at-Large, on the Executive Committee.
- Direct Club Accountant to submit appropriate Tax forms to Federal, State, and Country governments
- Serve as chair of Finance Committee when created
- Be one of the two persons, together with the President, authorized to sign checks
- Maintain confidentiality of Board's deliberations
- Complete tasks as assigned by the ECRFC President

**Reports to:** ECRFC President. This position is an Executive Committee member and voting member on the ECRFC Board of Directors.

**Length of Appointment:** two year term. Elected by the membership of ECRFC.

**Time commitment:** 20 hours per month. Monthly Voting Board meeting and monthly General Board Meeting attendance is required.

**Qualifications:**

- Has a financial background with ability to communicate financials in layman's terms.
- Knowledge of general accounting practices for non-profit organizations
- Skilled in the use of electronic bookkeeping (e.g. Quickbooks Online)

- Proficient with spreadsheet software (e.g. Excel, Google Sheets)