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## Treasurer (executive, elected)

**Job Description**

The Treasurer is responsible for all aspects of finance for the Club. Duties include:

* Preparing bank deposits. Cheques must be inspected for the correct date, pay to, amount and signature. A bank deposit slip must be completed listing the names and amounts.
* Cheques must be issued as required for invoices from suppliers, coaches, expense accounts, etc. Invoices must be checked for accuracy and approved by the appropriate executive member.
* The bank balance must be maintained. An appropriate amount must be maintained at all times in the account for paying of bills
* Enter cheques and deposits to the necessary Club accounts.
* Make any necessary adjusting entries (e.g. bank charges, PA credits)
* Balance bank account. Keep track of any outstanding cheques or deposits. Record any bank charges.
* Prepare monthly financial statement. Present to Executive each month. Analyze accounts.
* Prepare individual budgets and financial statements for the special events as required (Ice Show and Club Competitions etc).
* Prepare necessary calculations of revenue and expenses for the Budget meetings. These calculations are prepared using figures from the previous years. After the budget meeting, prepare budget and present to the Executive for approval.
* Picks up all Club mail and distributes to other board members as necessary.
* Prepares Year-End Financial Statements for submission to the GNWT Corporate Registries Division.
* Completes any required paperwork for NWTFSA and MACA funding requests.

**Signing Authority:** Yes

**Length of Term:** 2 years **Vote:** yes