

Pickleball Kelowna Club

Treasurer - Job Description

Sept 2016

Must have solid knowledge of bookkeeping and computer skills.

Good communication and financial head - responsible to communicate to the board when required.

Attend Club board meetings with other directors as required.

Maintain Club bank account, act as signing authority (2 of 3 to sign) and arrange for two other board members to sign - President &/or Vice-President and one other.

Deposit funds as they become available.

Maintain Pay Pal account for Registration, transfers and records.

Write cheques as expenses become available.

Record and report all deposits and expenses.

Balance Bank Statements and Pay Pal Account.

Decipher profit/loss margins and make recommendations to avoid unforeseen losses.

Report with printed back-up at all meetings as required, Club's up to-date financial position.

Prepare year-end financial statements for presentation at AGM.

Present recommendations to the board for transfer of profits to the Contingency Fund for Future Courts.

Transfer funds when approved and maintain detailed records of all Contingency Funds.

Use discretion when sharing financial information.

Other duties as assigned from board meetings.

Represent Pickleball Kelowna Club both in the community and beyond.

Terms of office - two years October 1st to September 30th