



TREASURER VOLUNTEER JOB DESCRIPTION

JOB SUMMARY:

To oversee the financial operations of Brampton Hockey Inc. as mandated by the Board of Directors.

GENERAL RESPONSIBILITIES:

Supervise the person performing the tasks of the bookkeeper:

- Ensure that all monies are accurately recorded in the books of Brampton Hockey, whether it's via registration, sponsorship or team billing.
- Ensure that all billing to sponsors or teams are collected in a timely manner.
- Ensure that all account payable invoices, timekeeping and referee billing are accurately recorded in the books of Brampton Hockey.
- Ensure all cheques have appropriate support documents prior to signing.
- Ensure all costs associated with acquisition, management and distribution of ice, referees and timekeepers are in accordance with ice contracts, OMHA rates and or budgeted rates.
- Ensure all payment have been made to Government agencies (Payroll Deductions and WSIB)

Approve the payroll via the payroll system company on a bi-weekly basis. Reconcile the T4's to the recorded payroll charges in the books of Brampton Hockey;

Manage the cash position within the bank accounts, investing excess monies into GIC's as required;

Approve all direct deposits for time keepers, referees and other instructors and all auto debits withdrawals for team accounts;

Interact with the Brampton Hockey Administration staff, answering any questions;

Preparation of creating the Rep Surcharges in conjunction with the Rep VP and programs which will be offered.

Prepare the Bingo monthly report to the City of Brampton;

Prepare monthly financial report and present/answer all questions as required at each Executive Committee and Board of Directors meetings;



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Prepare the annual budget working document, for review and approval by the Executive Board and Board of Directors;

Prepare the year end working papers for the auditor;

Provide financial information for requests for tenders and contracts by Brampton Hockey as directed by the Board of Directors;

Responsible for signing approved cheques (along with either the President and/or the Secretary).

AUTHORITY:

Responsible for the completion of own duties and responsibilities as well as all financial tasks completed by the Brampton Hockey Administration staff.

REPORTS TO:

Treasurer is an appointed position that reports to the Board of Directors; Term is for a year and appointment comes at the first Board meeting after the AGM.

Makes recommendations and consults to the Executive Committee as well as any other standing committee so directed;

Carries out and implements financial decisions made by the Brampton Hockey Inc. Board of Directors.

SKILLS / KNOWLEDGE / EXPERIENCE REQUIRED:

The following are preferred minimum skill levels (other considerations such as additional work experience may be considered when selecting a suitable candidate):

- Financial background
- Computer literate (Financial Software, Windows, Word, Excel, Outlook as a minimum);
- Familiarity and execution of bursaries/grants both provincial and corporate.

Excellent communication skills with practical experience in a community based organizational environment (previous co-op and volunteer work for a community-based organization would be a definite asset).

