



OAKVILLE GIRLS SOFTBALL ASSOCIATION

ROLES AND RESPONSIBILITIES

TREASURER

Reports to: President

Position Overview:

Under the direction of the President, the Treasurer will oversee the financial administration of the OGSA, and assume primary responsibility for the management and control of OGSA funds. Will monitor the overall fiscal health of the organization, maintain proper records, advise the OGSA Board on financial strategy and fund-raising, and develop and implement fiscal policy and procedures that preserve the financial condition of the OGSA.

Key Responsibilities:

- Prepare and maintain the OGSA yearly operating budget
- Monthly – prepare Balance sheet, Income statement, Statement of cash flows, Accounts Receivable summary, Accounts Payable summary, and Budget-to-actual Comparison
- Annual – prepare Annual Report including a written report on the year plus a Balance sheet, Income statement, Statement of cash flows, A/R summary, A/P summary, and Budget-to-actual
- Manage the day-to-day banking of the OGSA; deposits; chequing; bill payments; Paypal acct
- Protect the OGSA against fraud and theft, ensuring safe custody of money, prompt banking
- Keep up-to-date records as well as an audit trail for all transactions
- Act as signing authority for OGSA expenditures
- Engage in annual review of internal processes, reporting methods and fiscal practices

Qualifications & Skills:

- Chartered Accountant or Certified General Accountant
- Expert knowledge of financial reporting and budget tracking
- Knowledge of the Income Tax Act as it applies to not-for-profits
- Cooperative, articulate problem solver, solutions-oriented
- Competent oral and written communication skills for preparation and presentation of reports and reviews
- Working knowledge of QuickBooks Pro accounting software or similar



OAKVILLE GIRLS SOFTBALL ASSOCIATION

ROLES AND RESPONSIBILITIES

TREASURER

Intangibles:

- Collaborate with the President to ensure the continued health of the OGSA's financial condition
- Direct and protect the association's seasonal expenditures and income generation
- Employ a cooperative approach to managing finances with House League, Select and Rep
- Demonstrate a capacity for identifying opportunities to refine financial policies & practices
- Willingness to advise and educate Board members about financial practices and implications
- Expertly track income and expenditures as well as identifying cost projections and trends
- Manage risk. Where necessary, oversee claim process and liaise with insurance company

Time Requirement:

- This is a 12 month continuous volunteer position
- Peak in-season period is July to August
- Peak off-season period is October to November
- Min/Max peak hours 5/20 per week
- Will require some evenings and weekends
- Available to work from home
- Must be accessible through email, social media, phone
- Must attend all monthly Board and Executive Committee meetings

Training Availability:

- One month transition apprenticeship period with outgoing member
- Access to Softball Ontario Certified Softball Administrator workshops
- Marketing & Promoting Your Association
- Generating Revenue through Sponsorship, Fund-raising & Grants
- Risk/ Conflict Management
- Association Management: Learning About Your Community
- Website Management 101
- Special Event Management
- Financial Management
- Volunteer Management
- Social Media 101