Treasurer

This is a low-complexity general ledger accounting role.

This is a great fit if you have:

- Experience with general ledger accounting, bookkeeping, or a degree in accounting
- Comfortable using QuickBooks or similar online accounting system
- Access to a computer, wifi, and general technology skills
- Ability to prepare for and attend the monthly board meeting, virtually or in-person
- Ability to complete 1-hour per week of online accounting activities, occasionally in-person
- Ability to clear a background check/credit report and pass interview with EPSA board
- Ability to conduct oneself in an ethical and trustworthy manner

The new treasurer will receive 12-months of support from the current treasurer. This will include job shadowing, in-person meetings as needed, access to phone/email of volunteer coordinator, and monthly audits conducted by board leadership.

The role is intended to be a maximum of 3-years.

The duties of the Treasurer include:

- Prepare monthly reports prior to the board meetings. Present reports and communicate financial status. Act as a voting member of the board. Make recommendations to the board based on cash flow, such as setting player registration price or opening/closing accounts.

- Gather funding needs from all volunteer coordinators and make budget projections
    - Coordinators: Uniforms, Equipment, Fields, Coaching, Risk Management, Referee Director, Webmaster

- Complete an average of 1 transactions per week and about 10 transactions per soccer season
    - Be available for in-person financial tasks
    - Pay vendors via online banking
    - Print and issue paper checks
    - Conduct business onsite at bank location as needed
    - Visit post-office to mail checks as needed

- Use QuickBooks to record and reconcile transactions
    - Reconcile bank accounts monthly
    - Verify each transaction is recorded
    - Record journal entries
    - Download transaction information
    - Accurately document checks paid

- Complete yearly tasks
    - File 990EZ online tax return
    - File nonprofit registration

- Collaborate with Risk Management volunteer on insurance coverage and payment
- Use Google to manage email inbox and shared drive. Save confidential items on a USB
- Complete transactions, invoicing, and reimbursements in a timely manner.