

TREASURER

The key purpose of this role is to maintain accurate and up to date financial affairs of the football club. This role requires active involvement with the Executive Committee, Canteen Manager, Merchandise Coordinator, Equipment Manager, and our members.

Treasurers duties may include but are not limited to:

- Attend monthly club committee meetings and provide input to relevant topics.
- Receive and respond to incoming correspondence (via mail, email, or phone) e.g., Bank statements, Accounts payable, Accounts Receivable (outstanding fees, sponsors), Fee enquiries, Kidsport approvals etc.
- Check invoices are correct and arrange appropriate payment via cheque/online payment (two authorising parties are required for this process)
- Follow up outstanding account receivables e.g., Fees, Sponsors Invoices, Canteen & Merchandise deposits, Fundraising deposits (raffles, bunnings, photo purchases etc)
- Liaise with grounds coordinator the weekly payment of volunteer umpires when required.
- Issue receipts when required and promptly deposit all monies received.
- Prepare monthly bank reconciliations for Youth, Women's, and Credit Accounts.
- Provide Monthly Bank Reconciliation Reports for the Youth, Women's, and Credit Account to the committee at meetings. Discuss the club's financial status.
- Prepare end of year Financial Reports – Bank Register, Year Actuals, Balance Sheet, Profit and Loss.
- Ensure all invoices and relevant backup documents are compiled to submit financial information to the external auditor at the end of the calendar year.
- Liaise with Registrar to ensure all registered players are financially compliant.
- Liaise with Canteen Manager and Merchandising Manager to ensure they are holding minimal cash on hand, are maintaining, and providing you with accurate records and reports, completing and compiling receipts for cash/eft sales and ensuring expenditure is in line with the budget.
- Liaise with Equipment Manager in that purchases for the club are in line with the budget.
- Liaise with Secretary in the co-ordination of Team and Individual photos.
- Prepare budget for the forthcoming year for Women and Youth.