



Guelph Minor Hockey Association

C11 - 100 Crimea Street - Guelph, ON N1H 2Y6

Tel: 519-824-5910 Fax: 519-824-6273

Monday - Thursday 9:00AM - 4:00PM, Friday 9:00AM-12:30PM

www.guelphminorhockey.com



Treasurer - Guelph Minor Hockey Association

Job Description:

As the GMHA's Treasurer you will be expected to:

- Sit on the Executive Committee and act as an Officer of the GMHA.
- Act as Chair of the Finance and Audit Budget Committee (if formed).
- Provide counsel to the GMHA executive on financial matters.
- Act as a member of the Sponsorship and Fundraising Committee (if formed).
- Ensure adherence to and implementation of financial policies in the financial administration of the Association.
- Ensure the submission of the books of account to the Auditor of the Association at the end of the financial year.
- Present a Report of the Auditor from the current year and a projected financial position for the current year to the membership at the Annual General Meeting.
- Evaluate, review and recommend financial policy to the Executive Committee and the Board.
- Carry out other duties as assigned by the Board or the Executive Committee.

Regular duties may include:

- Prepare monthly financial report for review and discussion at monthly Board of Directors meetings.
- Review monthly bank reconciliations.
- Responsible for bi-weekly payroll (where applicable).
- Review and sign cheques for payment of expenses (approximately bi-weekly).
- Annual correspondence and dealing with Auditor to ensure Audited Financial Statements are prepared and ready for AGM.
- Present Audited Financial Statements to the membership at AGM
- Oversee the preparation of the Association's annual budget.
- Provide insight on other financial matters of the Association as they arise.
- Assist with other Association duties as necessary (Council and discipline, Tryouts, Championship games etc.).

Requirements:

- Must have a relevant accounting designation (CA, CGA, CMA, etc.)
- Be in good standing within your profession
- Experience with Boards of Directors and/or Not-for-Profit Organisations is an asset but not mandatory.