



# Canning City Soccer Club

## Position Description – Club Treasurer

The Role	The Treasurer is responsible for the financial supervision of the club to allow the Committee to provide good governance of the club. The Treasurer is the chief financial management officer whose tasks include the preparation of annual budgets, planning for the organisations financial future and monitoring the organisations revenue and expenditure. It is desirable that the treasurer is well organized and possesses a level of financial expertise.
Communication	All emails are sent and received using the Club's Gmail account; Username <a href="mailto:ccsctreasurer@gmail.com">ccsctreasurer@gmail.com</a>
Responsibilities	Promote the Club's Values Provide advice to the Committee in their management of the Club finances Administer all financial affairs of the Club Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval Ensure development and Committee review of financial policies and procedures Support any required auditing processes Receipt of all incoming monies Bank all monies received Pay all accounts Maintain accurate records of all income and expenditure Ensure that all receipts and payments concur with bank deposits and withdrawals Monthly financial reports – present at monthly committee meetings Arrange and despatch invoices for periodical payment Be a signatory on club account
Needed:	Receipt schedule Invoice schedule Cheque books Bank deposit book Receipt details Computer Club Stamps Calculator Prepaid Envelopes Accounting Book