**Treasurer Job Description**

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| **General Description:** The Treasurer is accountable for the administration of the financial affairs of the club and is responsible to produce accurate financial statements in accordance with generally accepted accounting principles. The Treasurer is an executive member of the MAVS board of directors. |

**Term:** This is an elected position with a two-year term as per club bylaws

**Reports To:** President and Membership of Okotoks Mavericks Swimming

**Direct Reports:** Committee members as required

**Detailed Description of Responsibilities and Duties**

**Operations:**

* Provides guidance to the Membership Director and Secretary/Equipment Director to ensure all related financial transactions are recorded accurately and in an auditable fashion
* Ensures the club maintains acceptable accounts payable and accounts receivable relationships with its vendors
* Ensures that the club payroll is administered on time and in accordance with all Canada Revenue Agency regulations

**Legal**

* Is a signatory for all Alberta Gaming forms
* Ensures all Treasurer activities comply with provincial legislation
* Ensures all Canada Revenue Agency submissions are deducted and remitted on time including the timely preparation of employee T4 slips
* Provides the annual audit committee access to all club financial records as required to perform the audit

**Financial**

* Oversees the financial planning and adherence to the annual club budget
* Has cheque signing authority on behalf of MAVS
* Manages the day to day financial administration of the club

**Reporting**

* Provides a monthly report to the Board of Directors at all regular meetings
* Attends MAVS board meetings on a regular basis
* Prepares a presentation for the Annual General Meeting in May, the Fall General Meeting and any special general meetings