



CUMBERLAND UNITED-UNIS SOCCER CLUB



Job Posting for: Treasurer

The Cumberland United Soccer Club's Board of Directors is looking for a Treasurer. This is a volunteer position. The primary role of the treasurer is to make sure that the financial affairs of the Club are carried out in a correct manner.

Main duties include:

- Member of the Board of Directors and contribute to the overall financial management and good of the Club.
- Obtain budget input from Board members; prepare a budget and present it to the Board for approval. As part of this process, recommend player registration fees to the Board.
- Oversee, provide direction, and where appropriate, act with respect to ongoing financial management of the Club.
- The Treasurer will be required to work closely with the General Manager and Bookkeeper. Specific duties include, but are not limited to the following:
 - Ensure that financial record-keeping is up-to-date
 - Ensure all revenues are collected and outstanding accounts are paid, in a timely manner
 - Ensure that bank reconciliation is done on a timely basis
 - Provide direction and advice to the General Manager on the handling of the Club's financial processes.
 - Review any proposals with financial implications for the Club and contracts. And make appropriate recommendations to the Board.
 - Ensure the reserve fund and any other surplus funds are invested safely.
 - Recommend an Auditor to the Board and work with the auditor for the review of financial statements at the end of the fiscal year.
- Review financial statements and follow up on any questionable expenses.
- Prepare and present the Club's financial statements at Board meetings

The successful candidate should possess the following:

- The individual should be a chartered accountant, or equivalent and have all the associated knowledge of how to manage financial affairs.
- Be comfortable working in a team setting with the Board, and Club staff, and take a position on financial issues that is in the best interest of the Club.
- Addresses requirements and concerns in a timely fashion.
- Have a general understanding of financial matters as they relate to requirements of the Club, government organizations and governing soccer bodies.

Please contact Terry Vida, president@cumberlandsoccer.com if you are interested in this position.