

ROCKFISH Treasurer Job Description

ROCKFISH Swimming is seeking an enthusiastic and organized family member to become our new Treasurer! As Treasurer, you should be reliable and honest, possess good computer and communications skills, have 2-3 hours of time a month available, and have knowledge of (or willingness to learn) QuickBooks

As team Treasurer you will:

- Reconcile monthly bank account statements using QuickBooks
- Create monthly P&L, and maintain historical financial team records in compliance with IRS and 501(c)3 status
- Prepare and manage team budget to ensure fiscal integrity of team within swim and local community and monitor expenditures to ensure compliance to budget
- Maintain team checking account
- Regularly check the PO Box for mail, bills, etc
- Write checks to coaches for team coaching time and expense reimbursements from submitted invoices. At least two officers and Head Coach should have check signing authority for team
- Pay head coach monthly stipend
- Pay other team expenses as directed by Parent Board or Head Coach
- Maintain team debit card for team expenses/purchases
- Monthly checks to ensure family accounts are up to date; notifies families who are in arrears to request payment
- Prepare annual financial documents for parent board meeting
- Answer general questions regarding billing through ACTIVE
- Maintain relationship with and prepare QB files for accounting firm for property taxes, 1099s and other necessary federal and state documents in timely manner
- Attend monthly board meetings