



Treasurer

Beaumont Soccer Association Board of Directors

March 2025

Mission

Beaumont Soccer Association will continue to provide technical training, regular practices, and competition at all age levels. BSA promotes the development of self-esteem, skill development and competition while creating respect for each other in sport. We commit to ensuring that any child that is interested in playing soccer will have the opportunity by offering an inclusive program.

Responsibilities

The board treasurer position requires someone who has experience in financial accounting for nonprofits. The treasurer also needs to make sure board members can access the financial reports in a timely manner, which is why it's critical to use a board management software solution. The treasurer:

- Manages the budget
- Takes the lead in the annual audit
- Answers questions about the audit
- Chairs the finance committee
- Partners with the executive director to ensure the financial reports are continually updated

The duties of this position include but are not limited to:

- Volunteer Position
- Develops annual budget with Vice President for the Executive
- Records income and expenses
- Maintains balanced account books and arranges a yearly review
- Provides a float and receipt book for registration night
- Prepares cheques for payment as required
- Ensures bank statement is accurate
- Coordinates changes in signing authority
- Makes deposits
- Responsible to follow up on NSF cheques from registration
- Prepares financial report for AGM
- Act as a signing authority

The treasurer position is a two-year term, voted in at the AGM on odd number years.

Qualifications

Ideal Candidates will have the following qualifications:

- Comfortable reading spreadheads and budgets
- Able to communicate budget needs and future trends
- Experience with Microsoft Office