



Tualatin Timberwolves Youth Football Association

P.O. Box 394
Tualatin, OR 97062
www.tualatinyouthfootball.org

Treasurer

Objective:

The Treasurer is responsible for all funds, receipts, monies and securities of the association. Additionally, the Treasurer is responsible for depositing funds in the financial institution(s) designated by the Board of Directors. The Treasurer will report to the Board the financial status of the association and provide guidance to the Board related to the financial impact of decisions that the Board is considering and to maintain the security of the monetary assets of the organization.

Responsibilities:

Sales:

- Invoice customers for sales and receivables
- Reconcile apparel sales with the cash received from sale of apparel
- Enter into the accounting system the sale of apparel by customer
- Reconcile with the event coordinator money received from the car wash, concessions and other fundraising events
- Follow up with collection action as needed
- Post payments received to customer accounts
- Deposit cash and checks in the bank

Inventory:

- Post to the accounting system the inventory items purchased
- Post to the accounting system the sales of inventory by item sold
- Reconcile the inventory with the physical count at year end
- Work closely with the apparel coordinator to verify the accuracy of the bills received for purchases of apparel, including: quantity purchased and returned, pricing, and terms

Cash Disbursements:

- Review bills received for the association to determine validity, pricing, and authorization for the purchase within the approved budget
- Prepare checks for payment of bills
- Obtain double signatures by authorized Board members for all checks

Other:

- Reconcile the bank account monthly after it has been opened and initialed by another member of the Board
- Prepare the annual budget
- Follow up on documentation requested throughout the year for insurances, rental spaces, donors, etc.
- Setting up of cash boxes
- Overall checks and balances (internal controls) to ensure that funds raised are deposited into the Associations bank account and are not lost or stolen.
- Responsible for making sure that the federal and state annual filings are prepared by the outside Tax Accountant and filed on time
- Maintain the supporting documentation for all financial activities

- Attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President or Secretary
- Perform other duties as prescribed by the Board
- Continually review and modify any necessary changes to this job description to keep it up-to-date and provide those changes to the Secretary to update the master file

1/17/06