



## MOUNTAIN CREEK NETBALL CLUB

### TREASURER

<b>Position type:</b>	Voluntary
<b>Reports to:</b>	Executive Committee
<b>Commencement date:</b>	28 November 2013

### GENERAL DESCRIPTION OF ROLE AND RESPONSIBILITIES

The Treasurer is the Financial Officer for Mountain Creek Netball Club (MCNC) who is directly responsible to the President and members of the MCNC.

The Responsibilities and Duties of the Treasurer are, but not limited to, the following:

- Attend monthly meetings and provide a Treasurer's Report of income & expenditure
- Liaise with bank to set up signatories, change of account address & internet access
- Collect and receipt registration fees at Player Sign-On days
- Ensure all player registrations and purchases are recorded in MYOB
- Create invoices & receipt of monies for sales made by MCNC for membership, uniforms & sponsors etc
- Bank and record any money collected by the club for registrations, fundraisers, Blue Light disco etc
- Ensure all players have paid registrations before due date and if not, need to chase up
- Reconcile account on a monthly basis and ensure there is adequate cash flow
- Pay suppliers with dual authority from President ensuring correct documentation is provided
- Ensure Sunshine Coast Netball Assn fees are paid on time, as with various carnivals & training
- Reimburse Committee members for any out of pocket MCNC related expenses
- In conjunction with President, prepare and submit any applications for grants
- Be responsible for MCNC Laptop, maintenance & updates
- Keep cash tins, cheque books, statements & files in an orderly manner and have accessible
- Organise and be responsible for use of Eftpos facility
- At end of season, obtain from respective committee members a list of uniform stocks and an accurate register of assets (equipment) from annual audit/stock-take, to confirm stock levels and usefulness
- Organise annual audit of accounts by Accountant & also submit to Office of Fair Trading
- Prepare and present Annual Statement of Income & Expenditure at AGM

### SKILL REQUIREMENTS & ADDITIONAL INFORMATION

Qualifications and Education Requirements:

- Hold a current Blue Card or be able to obtain one within a reasonable time of accepting the position
- MYOB experience an advantage
- Good computer skills for email & internet banking as well as Word and Excel
- Strengths in written and oral communication
- Good time management to enable duties to be carried out between meetings
- Maintain good rapport with both customers, suppliers and members
- High degree of accuracy and good management of account records
- Maintain confidentiality at all times
- Ability to communicate and work with all committee members diplomatically and without bias & to separate personal interests from Club matters for the best interest of MCNC at all times.