



Paris Soccer Club

Treasurer

Role

Review and manage all financial receivables and payables to ensure that our club maintains a fiscally responsible and transparent record of activities.

Help the association to

Maintain accurate records that are up to date, at all times, and pay all invoices and deposit all income cheques.

Time commitment

- One to two year term
- On average, 12-15 hours per month

Responsibilities

- Attend general, annual and executive PSC meetings, chair meetings in Presidents absence
- Review and deposit all accounts receivable
- Organize and pay all accounts payable paperwork
- Balance PSC budget
- Make recommendations to PSC members about purchases and prioritize these costs.
- Create accounts for all parties
- Track outstanding income and contact these parties to acquire their payment
- Verify that our payments have been received, processed and documented, keep copies of payments as proof in case companies question our payment.
- Acquire two signatures per payment cheque before mailing out for payment.
- Prepare budget update at each PSC meeting.

You are

- *interested in the sport of community soccer*
- *willing to share your knowledge and experience with president and new executive members*
- *committed to the confidentiality of all Paris Soccer Club records and business*
- *genuine interest in participating and supporting community volunteer events*
- *involved in the communities of Brant county*

Requirements & qualifications

- Soccer knowledge and interest in the game
- Accountant / Bookkeeping experience
- Board of Directors or Executive experience

Benefits

- Gain valuable experience
- Support a volunteer led sports organization
- Meet new friends and increase your social circle
- Promote soccer throughout Brant County

Key contacts

- Paris Soccer Club President
- Paris Soccer Club Secretary & members
- Paris Soccer Club Purchaser
- Paris Soccer Club Volunteer Coordinator

Training / Orientation

- Paris Soccer Club Volunteer Handbook provided
- Paris Soccer Club Constitution
- Paris Soccer Club Policies/Procedures Manual
- PSC access to Executive members section of website

Agreement

“We have discussed this volunteer position description and I make a commitment to carrying out these responsibilities to the best of my ability for _____. (Length of time)

I am accountable to _____ for my work within this position.

Volunteer signature

Date

“In turn, the club commits to supporting

_____ in his/her volunteer work.

Coordinator of Volunteers

Date

Intake checklist

- volunteer information form updated*
- position description reviewed and signed*
 - copy to file*
 - copy to volunteer*
- volunteer information added to Paris Soccer Club volunteer contact list*

Follow-up

- at one year*
Date: _____

To apply to any Paris Soccer Club volunteer position, please contact:

Paris Soccer Club's –
Volunteer Coordinator:

admin@parissoccer.ca

Visit us at:
www.parissoccer.ca