

Treasurer

- Maintain club accounting books and records, reconcile bank account(s).
- Accounts receivable and payable.
- Collect club, team, and special event fees.
- Manage surplus funds not used for ongoing operations (investment).
- Periodically provide financial reports to the Board.
- Make all payments for bills received by the club.
- Manage bank accounts for the club.
- Coordinate payroll.
- Annual tax filings (information returns).
- Manage volunteers to assist with executing these duties (team managers, etc.).

Job Type: Part-time (10-15 hours per month)

Required Qualifications or Experience:

- Bachelor degree or equivalent work experience.
- Three or more years of experience in an accounting-based work program or setting.
- Previous experience as a club Electoral Board member preferred (manager, coach, etc.).
- Demonstrated proficiency with accounting standards and practices.
- Experience with office productivity tools (i.e. – email, MS Word, MS Excel, etc.).
- Strong leadership and management skills that include the following:
 - Ability to organize and execute multiple projects, tasks, and responsibilities simultaneously.
 - Experience managing support personnel.
 - Possess excellent verbal, phone and written communication skills.
- Must be able to work flexible hours including weekend events and evenings.

Required Licenses or Certifications:

- RISK management certified through the Michigan State Youth Soccer Association.
- Heads Up Concussion Certified by the Michigan Department of Public Health.
- Safe Sport certified through the Michigan State Youth Soccer Association.

Voting Board Position: Yes, member of Executive Board