Position: Treasurer of the Oregon State Hockey Association

Overview:

As the Treasurer of Oregon State Hockey Association, your responsibilities encompass various financial and administrative duties to ensure the organization's fiscal health and integrity.

Responsibilities:

Here's an overview of typical responsibilities:

Financial Management:
- Overseeing all financial aspects of the association, including budgeting, accounting, and financial planning.
- Developing and managing the association's budget in collaboration with executive board members and stakeholders.
- Tracking income and expenses, maintaining accurate financial records, and ensuring compliance with financial regulations and standards.

- **Banking and Transactions:**
  - Opening and maintaining bank accounts for the association.
  - Managing cash flow, including deposits, withdrawals, and transfers.
  - Authorizing and overseeing financial transactions, such as payments to vendors, reimbursements, and registration fees.
  - Manage the affiliate post office mailbox, regularly collecting delivered mail and distributing it to others as required.
- **Financial Reporting:**
  - Providing regular financial reports to the executive board of directors, detailing the association's financial status, budget performance, and any significant variances.
  - Presenting financial reports at board meetings and annual general meetings for review and approval.
  - Ensuring transparency and accountability by making financial information accessible to stakeholders as needed.
  - Maintaining all financial records, statements, and returns as required for records retention compliance.
- **Tax Compliance:**
  - Ensuring compliance with federal, state, and local tax laws and regulations.
  - Coordinating with tax professionals or accountants to prepare and file tax returns accurately and on time.

    - Maintaining records of tax-related documents and transactions for auditing and reporting purposes.
- **Grants and Fundraising:**
    - Identifying grant opportunities and assisting with grant applications to secure funding for the association's programs and initiatives.
    - Collaborating with fundraising committees to plan and execute fundraising events, campaigns, and sponsorships.
    - Tracking and reporting on funds raised through grants, donations, and fundraising activities.
- **Financial Policies and Procedures:**
    - Developing and implementing financial policies and procedures to ensure sound financial management practices and internal controls.
    - Reviewing and updating financial policies regularly to reflect changes in the organization's operations, regulations, or best practices.
    - Educating board members, staff, and volunteers on financial policies and procedures to promote compliance and accountability.
- **Audit and Internal Controls:**
    - Coordinating audits or financial reviews as required by the association's bylaws, funding sources, or regulatory authorities.
    - Implementing internal controls to safeguard assets, prevent fraud, and ensure accuracy in financial reporting.
    - Addressing any audit findings or recommendations for improvement in collaboration with the board and relevant stakeholders.
- **Risk Management:**
    - Identifying financial risks and implementing strategies to mitigate them, such as insurance coverage, reserves, or diversification of revenue sources.
    - Advising the board on financial implications of strategic decisions and potential risks to the association's financial stability.
    - Monitoring economic trends, regulatory changes, and other factors that may impact the association's finances and operations.
- **Communication and Collaboration:**
    - Communicating financial information clearly and effectively to board members, staff, volunteers, and external stakeholders.
    - Building relationships with financial partners, such as banks, donors, sponsors, and government agencies, to support the association's financial sustainability and growth.

Committee & Program Support:

- Work with affiliate committees and programs to develop budgets required to achieve their designated goals.

- Provide accounts payable/receivable support to affiliate committees and programs to collect funds due to the affiliate and issue any necessary refunds.
- **Continuous Improvement:**
    - Evaluating and improving financial processes, systems, and technologies to enhance efficiency, accuracy, and transparency.
    - Staying informed about industry trends, best practices, and regulatory changes related to nonprofit financial management.

Qualifications:

- Strong understanding of financial principles, accounting practices, and budget management.
- Experience in financial planning, analysis, and reporting.
- Familiarity with nonprofit financial regulations, tax laws, and compliance requirements.
- Experience in financial or treasurer capacity, preferably in a nonprofit or youth sports organization.
- Ability to provide strategic financial leadership and guidance to the association's board, staff, and volunteers.
- Strong decision-making and problem-solving skills, with a focus on long-term financial sustainability and growth.
- Excellent organizational skills to manage financial records, documents, and processes effectively.
- Commitment to upholding the highest standards of integrity, ethics, and transparency with fiduciary responsibilities.
- Capacity to work collaboratively with executive board members, committee members, staff, and external stakeholders.
- Understanding of the unique challenges and opportunities in youth sports, including issues related to access, diversity, equity, and inclusion.

Overall, the treasurer plays a critical role in ensuring the financial viability and success of the Oregon State Hockey Association, providing leadership and expertise in financial matters to support the organization's mission of promoting youth development through sports participation.