



Woolwich *Girls* Minor Hockey Association

Job Description	
Executive Position	Treasurer
Duties - Monthly	<ul style="list-style-type: none"> • Deposit Cheques • Pay Invoices • Refund Money as requested by the Registrar • Generate a Trial Balance report to present at the Monthly meeting. • Keep a Paper trail of all expenses and credits • Attend Monthly Meetings • Work closely with the Registrar
Time Required	<ul style="list-style-type: none"> • Aug – Oct – 4 hours per week, Nov to Feb - 1 hour per week. May-July 2 hours per month.
Duties - Annually	<ul style="list-style-type: none"> • Budget Prep for the next season • Close out and Balance Budget year. • Prepare Annual Financial Report
Time Required	<ul style="list-style-type: none"> • Mar – April – Budget prep and year end closing- 5 to 8 hours. May-July 2 hours per month.
Peak Period	<ul style="list-style-type: none"> • April, August, Sept to November
Skill Sets Required	<ul style="list-style-type: none"> • Knowledge of General Accounting Practices • Knowledge of Simply Accounting • Proficient in Excel • Attention to Detail • Organized