



# Burleigh Bears Junior Rugby League Club

## Position Description

<b>Position Title:</b>	Treasurer	<b>Category:</b>	Executive Committee
<b>Position Description</b>			
<p>The Treasurer is the chief financial management officer for the club.</p> <p>Ideally the Treasurer is someone who is:</p> <ul style="list-style-type: none"> <li>Well organised</li> <li>Able to allocate regular time periods to maintain the books</li> <li>Able to keep good records</li> <li>Able to work in a logical manner</li> <li>Financial background of accounting procedures</li> </ul>			
<b>Responsible To</b>			
<p>The Treasurer is directly responsible to the President and the club members.</p>			
<b>Responsibilities and Duties</b>			
<ul style="list-style-type: none"> <li>• Prepare a budget and monitor it carefully</li> <li>• Keep the club's books up-to-date</li> <li>• Approve registration payment plans</li> <li>• Redeem QGrant applications as they come through.</li> <li>• Keep a proper record of all payments and monies received</li> <li>• Make sure financial reports are available and understood at all committee meetings</li> <li>• Show evidence that money received is banked and documentation provided for all money paid out.</li> <li>• Ensure that information for an audit is prepared each year</li> <li>• Arrange the audit</li> <li>• Give Treasurer's report at regular meetings and when required</li> <li>• Produce an annual financial report</li> <li>• Prepare and distribute invoices/accounts for services rendered</li> <li>• Pay the bills.</li> <li>• Process weekly payroll</li> </ul>			
<b>Time Commitment Required &amp; Period of Appointment</b>			
<p>The estimated time commitment required as the Treasurer is 15-20 hours per week. Hours will vary pending on home rounds and busy periods of the season.</p> <p>The Treasurer is appointed for a 2 year term.</p>			