



Burleigh Bears Junior Rugby League Club

Position Description

Position Title:	Treasurer	Category:	Executive Committee
Position Description			
<p>The Treasurer is the chief financial management officer for the club.</p> <p>Ideally the Treasurer is:</p> <ul style="list-style-type: none">Well organisedAble to allocate regular time periods to maintain the booksAble to keep good recordsAble to work in a logical mannerFinancial background of accounting procedures			
Responsible To			
<p>The Treasurer is directly responsible to the President and the club members.</p>			
Responsibilities and Duties			
<ul style="list-style-type: none">• Prepare a budget and monitor it carefully• Keep the club's books up to date• Approve registration payment plans• Setup registration products in Mysideline for registrations• Check coding of sales from POS system are allocated correctly in Xero and apply EFTPOS payments as reconciling the bank accounts.• Redeem Play on Vouchers as they come through.• Keep a proper record of all payments and monies received• Make sure financial reports are available and understood at all committee meetings• Show evidence that money received is banked and documentation provided for all money paid out.• Ensure that information for an audit is prepared each year• Arrange the audit• Give Treasurer's report at regular meetings and when required• Produce an annual financial report• Prepare and distribute invoices/accounts for services rendered• Pay the bills.• Process weekly payroll			
Time Commitment Required & Period of Appointment			
<p>The estimated time commitment required as the Treasurer is 20-25 hours per week. Hours will vary pending on home rounds and busy periods of the season. Remote bookkeeping takes up a lot of the time required for this role.</p> <p>The Treasurer is appointed for a 2-year term.</p>			

Honorarium Payment:
\$2500 payable at the End of Season.