

CCVC Treasurer Position **Job Description**

RESPONSIBILITIES:

- Use Quicken to record financial activity for each team and the club and generate reports to review with the organization
- Process check requests from Team Reps for coaches fees for every tournament
- Process check requests from Team Reps for out of region tournaments
- Process check requests from the Registrar for in region tournaments
- Process check requests from the Registrar for Carolina Region/USA V club, coach, and player fees
- Process miscellaneous check requests for gym fees, insurance, equipment, uniforms, etc.
- Attend beginning of season club meetings
- Attend Board meetings
- Communicate with Team Reps and Club President on a regular basis (typically over email)
- Deposit checks/cash at the local bank (currently BB&T) including dues, payments for extra uniforms, extra fees for out of region tournaments
- Reconcile bank account on a monthly basis
- Regularly generate reports to update the club on financial activity

REQUIREMENTS:

- Good organizational skills
- Methodical thinker, detail oriented
- Timely, operated with a sense of urgency and service
- Accurate
- Access to a computer with WWW access
- Proficient with MSWord, MSEXcel

TIME COMMITMENT:

- Approximately 5-10 hours per week over 25 weeks

VOLUNTEER BENEFITS:

- Discount of 100% of the Open level season dues