

**Seneca Valley Junior Football Association
of Cranberry Township
P.O. Box 1638
Cranberry Township, PA 16066**



**JOB DESCRIPTION
TREASURER**

Objective: Responsible for managing the day to day finances for SVJFAC.

Responsibilities:

- Maintain accurate records of receipts and expenses and present them at the Board of Directors and General Association Meetings.
- Work in conjunction with the Finance Coordinator to monitor and report to the Board Directors and General Membership of the status of the year-to-date compliance with the approved budget and expectations on a monthly basis.
- Support the registration process for each of the programs.
- Ensure timely payments to vendors to maintain good credit relationships.
- Support Concessions Operations.
- Coordinator with Finance Committee Chairperson on funding sources for special capital projects.
- Manage cash balances to ensure reasonable return on investments of Association reserves.
- Track and monitor credit card transactions to ensure appropriate usage and no abuse is taking place.
- Present a fiscally conservative perspective to spending discussions.
- Generate an annual budget, along with Football, Cheer, Facilities, Concessions, Finance, Vice President and President.
- Institute, document, and manager best practices for the role.
- Attend all Board Meetings and General Meetings.
- Vote on Appointments of coaches, appointed chairs, and matters that come before the Board and General Meetings.

Skills Required:

- Communication, Interpersonal, Finance/Accounting, Organizational, Computer.