Treasurer for Section V Athletics

Position – Part Time (25-30 hours per week)

Section V Athletics is a non-profit organization serving over 125 member schools. Section V Athletics provides oversight and organization for interscholastic athletic programs in a large region of New York State, extending across 12 different counties including Allegany, Cayuga, Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Steuben, Wayne, Wyoming, and Yates. Section V is a member of the New York State Public High School Athletic Association. The Section V office is located in Newark, New York at the Wayne Finger Lakes BOCES Regional Support Center.

MISSION STATEMENT: Section V is committed to excellence in interscholastic athletics while supporting an education-based learning environment

POSITION: This position is responsible for all financial and accounting aspects of Section V Athletics. This position will report directly to the Executive Director of Section V athletics.

Major Responsibilities:

- Contribute to the development of financial strategies and policies to ensure long-term financial stability of the organization.
- Reconcile all accounts to monthly financial statements
- Prepare and analyze Section V financial statements and reports
- Report financial status to the Athletic Council and Executive Committee
- Assist in the development of annual budget – income and expenses
- Monitor expenses for any misuse of funds
- Oversee annual audit process and compliance with fiscal practices/ procedures
- Process all payments, deposits, invoices and create associated reports

Primary contact for all fiscal transactions at Section V

Liaison to all member schools and sport coordinators regarding financial forms / responsibilities

Active member of the Section V Finance Committee

Non -Voting member of the Section V Executive Committee

Personal and Professional Characteristics:

- Strong interpersonal skills to build and maintain positive relationships with sport coordinators, AD's and committee members
- Excellent communication skills; written and verbal
- Demonstrated ability to plan and organize effectively
- Ability to work effectively with deadlines and timelines
- Basic knowledge of high school sports and athletics
- Analyze financial information for the purpose of developing financial management statements, suggestions and rationale related to Section V finances
- Evidence of proficient and effective use of QuickBooks, Excel, and financial computer applications

Qualifications:

Bachelor's degree preferred and/or degrees/experiences deemed acceptable

Prior experience with accounting and finance

Salary:

Salary is competitive and will be commensurate with education / experience

Closing date – February 28, 2025

Anticipated start date – April 29, 2025

Send letter of interest, resume and reference list to:

Kathy Hoyt, Executive Director of Section V

131 Drumlin Court -Maple Building /RCS

Newark, NY 14513

315-332-7324