



Job Title: Godwin Athletic Association Treasurer

Purpose: The Treasurer shall handle all monetary disbursements and receivables in a timely manner, attend all meetings, maintain all financial records and create a monthly financial report.

Key Responsibilities:

- (1) Attends monthly GAA Board meetings on the first Monday of each month and presents monthly financial reports. Serves as a voting Board member.
- (2) Create and adheres to yearly budget.
- (3) Cash disbursements.
- (4) Bank deposits.
- (5) Maintain records in Quickbooks.
- (6) Monthly bank reconciliations.
- (7) Get cash for concessions, count funds and make deposits after concessions.

Reports to: The President of the GAA

Length of Appointment: One Year - Beginning July 1st and ending June 30th of the following year.

Time Commitment: The Treasurer will provide up to 5-20 hours per month on average throughout the year.

Qualifications: Experience using Quickbooks Online is preferred but not required
Basic knowledge of Accounting principals
Basic knowledge of Excel

