

Position: Treasurer of Long Beach Heartwell Fastpitch (LBHFP)

Role Summary: The Treasurer of LBHFP is responsible for managing the financial affairs of the league. This role involves maintaining accurate financial records, overseeing budgeting processes, and ensuring the financial health and integrity of the organization. The Treasurer works closely with the board of directors, providing financial reports and insights to support informed decision-making.

Key Responsibilities:

1. Financial Management:

- ☐ Maintain accurate and up-to-date financial records for all league transactions.
- ☐ Manage the league's bank accounts, including deposits, withdrawals, and transfers.
- ☐ Ensure all financial transactions comply with league policies and regulations.

2. Budgeting and Planning:

- ☐ Develop and present an annual budget for approval by the board.
- ☐ Monitor income and expenses against the budget, providing regular updates to the board.
- ☐ Assist in long-term financial planning and strategy development.

3. Reporting:

- ☐ Prepare and present detailed financial reports at board meetings, including income statements, balance sheets, and cash flow statements.
- ☐ Provide financial summaries and reports for league members at the annual general meeting.
- ☐ Ensure transparency and accuracy in all financial reporting.

4. Fundraising and Revenue Management:

- ☐ Oversee all fundraising activities, including sponsorships, donations, and events.
- ☐ Manage revenue from player registrations, merchandise sales, and other sources.
- ☐ Ensure proper tracking and acknowledgment of all funds received.

5. Compliance and Risk Management:

- ☐ Ensure compliance with all legal and regulatory requirements related to financial management.
- ☐ Coordinate with external auditors or accountants for annual audits and tax filings.
- ☐ Implement and monitor internal controls to safeguard the league's financial assets.

6. Disbursements and Payments:

- ☐ Authorize and process payments for league expenses, including vendor invoices, reimbursements, and payroll (if applicable).
- ☐ Maintain records of all disbursements and ensure timely payment of bills.

7. Record Keeping:

- ☐ Maintain organized and secure financial records, including receipts, invoices, and bank statements.
- ☐ Ensure proper documentation of all financial transactions for audit and review purposes.
- ☐ Manage the archiving of historical financial records.

8. Collaboration:

- ☐ Work closely with the President and other board members to support the league's financial needs.
- ☐ Assist committees and teams with budgeting and financial planning for specific projects or events.
- ☐ Provide financial guidance and support to league members as needed.

Qualifications:

- ☐ Strong financial acumen and experience in accounting or financial management.
- ☐ Proficiency in financial software and tools, such as QuickBooks or Excel.
- ☐ Excellent organizational and analytical skills.
- ☐ Attention to detail and accuracy in financial reporting.
- ☐ Ability to communicate financial information clearly to non-financial stakeholders.
- ☐ Experience in non-profit financial management is preferred.
- ☐ Commitment to the mission and values of LBHFP.

Time Commitment:

- ☐ The Treasurer is expected to commit time to attend all board meetings and league events, in addition to fulfilling regular financial duties. The role may require additional hours during peak periods, such as registration and fundraising events.

Term:

- ☐ The term of the Treasurer is typically defined by the league's bylaws and is subject to re-election by the board or membership.