

Position Description: Treasurer

Primary Responsibilities:

- Serves the SCYSA as a Director and its chief financial officer
- Carries out and oversees bookkeeping and accounting for the SCYSA. This includes day to day bookkeeping, accounts payable and payments, accounts receivable, preparing monthly and annual financial statements and presenting these to the Board and the membership (at Board and General Meetings, and via the SCYSA website), and providing explanation of the SCYSA's financial status and activities.
- Maintains the SCYSA's financial records, including books of account necessary to comply with the Society Act. This includes storing and securing financial records of previous years.
- Develops and manages the SCYSA budget. This includes presentation of the budget to the Annual General Meeting for approval by the membership.
- Shares signing authority.
- Ensures that all invoices are paid in a timely manner.
- Prepares the GASR (Gaming Account Summary Report) for the Province of BC at the end of each fiscal year.
- Works with the President and other directors to prepare the Gaming Application.
- As a member of the Bursary Committee shares the following responsibilities:
 - Corresponds with secondary schools, providing bursary information and applications.
 - Chooses successful applicants to receive bursaries.
 - May present bursaries at recipients' secondary graduation ceremonies.
 - Sets number of bursaries and amounts available for June of each season.
 - Keeps records of applications and recipients of bursaries.

Skills and Experience:

Required: Proficiency at bookkeeping within a double-entry accounting system.

Desired but not essential: Previous experience with volunteer organizations.