

Job Description: League Treasurer

Treasurer: Responsible for accountability and care of all Financial records pertaining to the operations of the AVCSS Basketball Club (AVCSS).

Required duties for the Position of AVCSS Treasurer:

1. Upkeep of Club Financial records, activities, books (as per previous years).
2. Make deposits as needed.
3. Write checks as needed (track/log receipts, etc).
4. Ensure payment of Co-sponsorship fees.
5. Ensure payment of Club Insurance, secure best possible pricing.
6. Taxes: Fill out all Tax related forms in a timely manner, mail on time. * Option: Ensure taxes are done on time (may pay outside tax company to handle if needed).
7. Track player fees, Number of Tournaments teams are attending. Report to Club Administrator.
8. Provide monthly financial reports to Club Administrator.

I have read and understand the required duties of the AVCSS Treasurer as described above.

I accept this position and will perform the required duties to the best of my ability, and always in the best interest of AVCSS.

(Signature)

(Date)

(Witnessing Signature)

(Date)