

Bloomington Youth Soccer Club

Job Description



Position: President

Purpose: The Treasurer, subject to the direction of the BOD, has general responsibilities of the financial affairs of BYSC.

Date Approved: 12/8/13

Job Duties and Tasks

- Implement and/or maintain the bookkeeping system and accounting processes required to provide a detailed set of records of income and expenditure of BYSC
 - Be responsible for all day-to-day bookkeeping and handling of accounts payable and account receivable issues
 - Process monthly payroll for employees; and make timely payments for contractors, including coach staff, trainers and referees
 - Ensure proper controls related to financial affairs are maintained and audited accordingly
 - Have custody of all funds, securities, financial records and tax documents of BYSC
 - Establish an annual operating budget as chairperson of the Budget Committee and submit it to BOD approval at the start of the fiscal year
 - Publish a monthly and year-end financial statement
 - File/send all reports to the appropriate Government Agency in a timely manner, including, but not limited to yearly Federal and State tax returns, W-2's for employees and 1099's for contractors
 - Ensure that the BYSC maintains a non-profit status
 - Pay all bills that are within the approved limits of the BYSC annual operating budget or have been otherwise approved by the BOD, in a timely manner
 - Obtain BOD decision for expenditures not covered in the annual budget
 - Maintain a Bank Account in the club's name that is reconciled on monthly basis
 - Be one of the two people, together with the President, authorized to sign checks
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Special Knowledge and Skills

- Knowledge of general accounting practices for non-profit organizations
- Skilled in the use of electronic bookkeeping (e.g. Turbo Tax, QuickBooks)
- Ability to create reports

Commitment

20 - 25 hours per month

The Bloomington Youth Soccer Club is a non-profit, community-based organization run by parent volunteers with professional coaches whose mission is to make soccer accessible, affordable and fun to kids at all age and competition levels.