

TREASURER

This post reports to the President of the Lakeville Hockey Association

Term: 2 Years

Beginning: April, even numbered years

Description

- Responsible for all financial activities of the Lakeville Hockey Association. Includes handling accounts payable and receivable, bank reconciliations, record keeping and submitting monthly financial statements to the Board.

Tasks

- Leads the budget planning process.
- Provides blank forms and historical data to all budget centers for annual planning.
- Prepares roll-up, preliminary and final budgets based on full LHA Board review and approval.
- Issues checks to team coaches and/or managers, other directors and Registrar for normal LHA expenditures related to LHA operations. Requires receipt of issuance of checks.
- Makes deposit of income in a timely manner and manages the database of membership fees from registrations, fundraising and arena fees and sponsorship fees for dispersal to teams.
- Tracks income and expenditures on a monthly basis for the LHA and prepares monthly report, for LHA Board review and approval, at all regular board meetings.

Memberships and Meetings

- Lakeville Hockey Association Board of Directors (Monthly – 2nd Wednesday), required
- Treasurer may also be a member or consulting resource of temporary committees organized by the LHA.

Special Requirements

- Attention to detail is important.
- Bookkeeping skills and access to spreadsheet software system is beneficial.
- Bonded by the State of Minnesota.
- Ability to dedicate adequate time to Board duties.