

Colorado USA Wrestling



Treasurer Job Description

The Board of Directors shall be the principal governing body of the corporation, and shall be responsible for managing the affairs of the corporation. It shall be responsible for the duties of Colorado USA Wrestling, Inc. which is recognized by the IRS as a 501(c)3 nonprofit organization. The corporation shall be autonomous in the governance of Colorado amateur wrestling, in that the Board of Directors independently shall determine and control all matters central to such governance, shall not delegate such determination and control, and shall be free from outside restraint.

The Treasurer shall be the Chairperson of the Finance Committee (if a committee has been appointed), and shall perform such other duties as may be assigned by the Board. The budget for a fiscal period shall be approved by a majority of the Board of Directors prior to that fiscal period, unless authorization is granted by the Board to the Executive Committee

Job Summary

The Treasurer is responsible for directing the organization's budget, overseeing investment of funds, managing and limiting risks, supervising cash management activities, preparing financial reports and keeping the Board of Directors informed of the current financial well being of the company.

Primary responsibilities

- Prepare the budget of income , costs and cost management ensuring cash flow is adequate. Each director should prepare their own "wish" list of items desired for the coming year. Treasurer should estimate probable income and expenses to prepare a balanced budget. Not all "wish list" items will be feasible.
- Handles receipts (making bank deposits), disbursements (writing checks and paying bills), maintaining all records and invoices, handling daily cash balances and any other banking matters.
- Prepares and interprets financial reports. QuickBooks accounting software is the program used to keep all financial transactions. Reports have been setup as needed for proper board reports. Knowledge of QuickBooks and bookkeeping would be a positive.
- Attendance at board meetings is required.
- Make financial report presentations to the board of directors.

- Ensure that proposed projects are likely to be beneficial and financially feasible.
- Assess the likely impact of problems such as late payments, limited cash flow etc. especially for National teams.
- Forecast for future financial decisions and positions.
- Preserves company assets and the investment of surplus funds.

Local Tournaments (March, April, May):

The Treasurer, in conjunction with the events director and the equipment director, will be available to make final payments to local tournament director, mat officials, pairing officials and other necessary expenses to execute the local tournament. Keep track that all monies from registration and fees have been deposited into the bank account and properly accounted for.

National Teams (May, June, July):

The Treasurer, in conjunction with the kids, cadet and junior directors, will be available to keep track of all monies from registration and fees have been deposited into the bank account and properly accounted for. Pay invoices necessary for national team travel and expenses. Post all income and expenses in the proper accounts so all directors know exact revenues and costs for their event.

Finance Committee. The Finance Committee, if the Board of Directors should choose to have a committee in place, shall be responsible, in cooperation with the Treasurer and Executive Director, for recommending the annual budget for operations of the corporation, reviewing monthly financial statements, internal financial policies and procedures, and for making recommendations for investment of excess operating funds. Additionally, the Committee shall recommend the allocation of funds for specific programs.

Audit Committee. The Audit Committee shall select auditors and ensure that the corporation has audited financial statements prepared annually. Audited financial statements are not required to be prepared by an independent CPA firm. The audit committee will be responsible for the acceptance of the annual financial statements and review books and records as necessary. A written or oral report with comments and findings shall be presented to the Board of Director prior to the annual meeting. The committee makes recommendations and will keep the Board of Directors apprised of any audit issues. (a) Members of the Audit Committee shall include two (2) members of the Board of Directors, one (1) At-Large members who are not members of the Board of Directors for a total of (3). The Audit Committee shall be appointed by the Board of Directors. No member of the Finance Committee, including the Treasurer, may be elected or appointed as a member of the Audit Committee. (b) The Chairperson of the Audit Committee shall be recommended by the Chairman and approved by the Board of Directors