

Duties of the Sports Programs Financial Coordinator

1. Oversight:
Work directly and closely with sports Director and the Sports Programs Treasurer to provide financial oversight of the budgeting process, all receipts (on-line, credit, and cash), purchasing procedures, and invoice processing.
2. Budget Creation
Work with each sports program to create a budget to be presented to the Finance Committee and the Club Board for each season and tournament.
3. Reconciliation
 - a. Prepare a reconciliation of total registration fee receipts to the total number of participants registered for each sports program.
 - b. Prepare a bank reconciliation within five business days of the beginning of the month and submit to the President and the Club Financial Administrator.
4. Purchasing:
 - a. Work with each sports program to identify vendors for trophies, equipment, uniforms, and supplies.
 - b. Preapprove all individual purchases for sports more than \$500 or any overage of a budget line item (on a per unit basis or total dollar amount).
 - c. Turnaround purchases within three days.
 - d. Ensure that each vendor has the Club's tax-exempt form and that direct billing with the club is setup (either through a Club credit card or invoice).
5. Reporting:
In conjunction with the Club Financial Administrator and Sports Programs Treasurer,
 - a. Prepare monthly financial statements for each Sports Program, by account, as compared to budget, within ten business days of the beginning of the month. This will include year-to-date general ledger activity.
 - b. Prepare ad-hoc reports as requested within a reasonable period of time.
6. Compensation: This position shall be compensated at an of \$200 per month. Revenue source shall be from an "Administrative Expenses" allocation fee included in each sports program participant's total registration fee.
7. Minimum Qualifications:
 - a. Member in good standing of the Plainfield Optimist Club.
 - b. Unquestionable honesty and integrity.
 - c. Significant experience in one or more of the Club's Sports programs.
 - d. Knowledge of the organizational structure of the Club. Current or past experience on the Club's Board of Directors would be desirable, but not required.
 - e. Good communication, bookkeeping, computer (Word, QuickBooks & Excel), and organizational skills.
 - f. Time available to fulfill all duties of the position