Edina Girls Athletic Association

Open Board Position: Treasurer

May 2022

EGAA Overview: The Edina Girls Athletic Association is a nonprofit organization run by volunteer Board members who serve in specific roles and lead and direct the various athletic programs offered to girls who live in Edina or attend Edina schools. Current programs include Flag Football, Volleyball, Kickball and Run Club. All programs are designed to promote skill building, friendships, and a lifelong love of sports.

We are currently looking for a candidate to join our Board as Treasurer.

Position Description: Lead and manage the accounting and financial aspects of the EGAA Non-Profit Organization.

Responsibilities:

- Maintain bank and money market accounts
- Attend monthly Board meetings and provide monthly financial updates
- Pay invoices in a timely manner: Edina Park and Rec field and court expenses, Sports Engine fees, concession costs, Referee expenses
- Advise program directors on revenue and cost parameters to ensure programs are viable
- Provide a financial report at the end of the athletic programs
- Reimburse board members for approved expenses
- Ready funding for annual High School Scholarships
- File Annual taxes
- Complete 1099 process
- Maintain and keep current the Board credit card

Job qualifications:

- Previous experience in accounting, bookkeeping and/or financial reporting
- Analytical and skilled at producing financial updates and reports
- Business-minded to maintain a healthy fiscal position for the organization
- Organized to ensure timely payments
- Strong attention to detail to ensure accuracy in job responsibilities
- Communicator, collaborator and team-oriented
- BA in Accounting, Finance, Economics or equivalent preferred but not required

Approximate Time commitment: 1-8 hours per month

If you are interested, submit a Board application and indicate your interest for the Treasurer position.