

PCSSA Treasurer Job Description & Responsibilities

- * Attend Executive and League meetings as scheduled by the President.
- * Coordinate with all Board members on an as needed basis regarding any issues involving league rules, regulations or projects.
- * Have a complete knowledge of league by-laws and rules.
- * The PCSSA Treasurer has the overall responsibility for maintaining the financial operations of the PCSSA, including the following:
 - Maintain the financial records by categorizing and tracking all debits and credits.
 - Must have **extensive** knowledge of Excel spreadsheets, pivot tables, budgeting and forecasting for storage and reporting of all electronic records.
 - Produce a monthly financial report with comparison to full year and year to date budget and include a running forecast for balance of the year.
 - Copy all files to the Google Drive under the TreasurerPCSSA@gmail.com at least once per month, as a backup.
 - Be the custodian of all funds, which are held on deposit in US licensed banks and/or savings and loan associations.
 - Maintain a checking account and at least one money market/savings account.
 - Manage and control the use of debit cards. All signatures of the bank accounts will have a debit card.
 - Pay all bills presented, and maintain hard copy files of all receipts.
 - Receive all income items, including sponsor fees, membership fees and donations.
 - Maintain sub-ledger spreadsheets to support all revenue and expenses
 - Maintain a hard copy files of all bank deposit receipts,
 - Spreadsheet should identify all types of revenue included in each deposit.
 - Balance the electronic file against the bank statements, monthly, and resolve any reporting issues.
 - Maintain hard copy files of all bank statements.
 - Track the dues payments of all members using “Quickscores” and supporting spreadsheets
Password access to the registration data base is required.
 - Prepare an annual budget proposal, and lead the review and approval of the Board of Directors.
Note: PCSSA fiscal year is from July 1st to June 30th of the following calendar year.
 - Communicate all approved budget info to appropriate committee chairman, exp. Social Activities Chairman.
 - File federal income tax return, online, no later than August 1, one month after the close of the fiscal year. Maintain a hard copy of the return, and e-mail receipt for filing.
 - Prior to October 7, complete the AZ Corporation Commission Electronic Filing Document online. Print out hard copy of the return for filing.

- Add & Remove authorized banking signatures (President, Vice President & Treasurer, Director of Field Maintenance) after installation of each new Board of Directors.
- Oversee the Fund Raising and or Capital Improvement Committees, if any.