

PCSSA Treasurer Job Description & Responsibilities

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. Use Excel spreadsheets and Quicken for storage of all electronic records. Copy file to a thumb drive, or other memory device 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. A debit card tied to the checking account is also employed.

Pay all bills presented, and maintain hardcopy files of all receipts.

Receive all income items, including sponsor fees, membership fees, and donations. Maintain hardcopy 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 hardcopy files of all bank statements.

Track the dues payments of all members using the "Quickscores" PCSSA website as well as 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, e.g. Social Activities Chairman.

Report monthly financial status to the Board of Directors.

File federal income tax return, online, no later than August 1, one month after the close of the fiscal year. Print out hardcopy of both the return, and e-mail receipt for filing.

Prior to October 7, complete the AZ Corporation Commission Electronic Filing Document online. Print out hardcopy of the return for filing.

Add & Remove authorized banking signatures (President, Vice President & Treasurer) after installation of each new Board of Directors. President and Vice President changes every year, Treasurer every two years.

Attend monthly executive board meetings and monthly league meetings and be an integral part of discussions leading to decisions made regarding all league issues presented to the board.

Assist other board members on an as needed basis for issues or projects they are working on.