

Southern Peninsula Basketball Association

Association Treasurer Job Description and Duties

Employment Status: SPBA are seeking enthusiastic candidates to nominate for the volunteer position of Association Treasurer on our Board of Management.

Reports to: SPBA Board of Management.

Salary: Volunteer

Short Description: The Treasurer is responsible for over seeing the day-to-day, month end and end of year financial year management of the association.

Job Responsibilities

Responsibilities include but are not limited to;

- Oversee Association Budget
- Ensure SPBA Finance Manager is completing tasks as requested including;
 - Accounts Receivable
 - Accounts Payable
 - ATO requirements
 - Work Cover requirements
 - Forecasting reports
 - Provide monthly financial updates to Board of Management
- Liaise with External Auditors as required
- Assist with Association Annual Statement Reports

Cover letter along with nomination form to be addressed and sent to SPBA Board of Management President and Secretary:

E | board@sharksbasketball.com.au

E | damian.paul_@hotmail.com

Nominations close: Sunday 1st October 2017

All nominees are expected to attend the SPBA Annual General Meeting on Sunday 15th October 10.00am @ Dromana Basketball Stadium.

Dromana Basketball Centre
Old White Hill Road
DROMANA 3936
Phone: 03 5981 0347

Hillview Stadium
Boneo Road
ROSEBUD 3939
Phone: 03 5981 1770

www.sharksbasketball.com.au