

NCSS LEAGUE TREASURER

Job Description

General Duties

Maintains all League financial records

Reviews, approves, and pays for league purchases and expenditures and other debts that are incurred to meet league needs

Specific Tasks

Maintains league bank account and shares all financial records with the Commissioner and Directors on an annual basis and as otherwise requested

Keeps a record of all income and expenditures, which may simply be a bank checking account list of deposits and checks paid

Keeps track of League credit card and/or debit card expenses and pays bill on or before due

Maintains receipts or other appropriate documentation for all expenditures

Maintains a list of equipment assets of the League and where each item is stored

Provides timely information regarding income and expenses to the Commissioner and Directors as requested

Maintains SSUSA insurance coverage for both league play and for the NCSS Annual Tournament

Acts as the second approving officer of the league for all League expenses and ensures all expenditures have both Commissioner and Treasurer approval before payment

Prepares and files all government-required documents necessary to maintain legal entity status as determined by the Directors

Such other duties as assigned by the Commissioner