



Boosters Basketball Treasurer

Goal of Position: To work with the basketball board and Sports Boosters Treasurer to maintain accurate and timely financial records.

Responsibilities:

- Board Seat
- Set up bookkeeping records for recording all income and expenses of the basketball program.
- Develop a budget for proposal and acceptance of Sports Boosters board for the operation of the basketball program.
- Submit all registration refund requests to Boosters Treasurer.
- Ensure monies due the Boosters program are collected.
- Reconcile programs financial transactions (i.e. check registers, cancelled checks, etc.)
- Purchase stamps, envelopes, folders, and other minor items.
- Refund Board for approved expenses related to the operation of the board of directors.
- Prepare and present a financial report for each board meeting.
- Hold uniform deposit checks.
- Track travel teams repayment of tournament registrations

Qualifications: Accounting Background or record-keeping background would be helpful.

Benefits: Be part of a successful youth basketball organization in the St Anthony community.