



Armstrong Cooper Youth Hockey Association Job Description

Title:	Bookkeeper
Role:	Volunteer
Election/Appointment:	Appointed
Voting Status:	Non-voting
Budget:	No Budget responsibility
Term:	One year term, year two in the cycle at a minimum to gear up to replace outgoing Treasurer in year three of the cycle

Compensation: Full hours

Description/Role: The ACYHA Bookkeeper supports the Treasurer who is responsible for the oversight and management of the Association's finances. This role supports the Association by making ledger entries and uploads documentation to the Association's ledger in regards to the expenses of the Association. The Bookkeeper has the opportunity to learn the role as he/she assists the Treasurer. The position can be filled by someone looking to move into the Treasurer role, and will provide a good foundation for doing so. This role will likely encompass 40 hours+ over the course of each fiscal year.

Position mandatory requirements:

- Must attend the annual meeting of ACYHA Membership in April
- Responsible for supporting the financial activities of the Association, including making ledger entries and uploading documentation.
- Monthly reporting at Board meetings (balance sheet, profit & loss) if Treasurer or Assistant Treasurer is absent
- Training your successor at the May meeting at the end of your term

Desired Skills:

- Strong communication skills
- Experience with QuickBooks and bookkeeping skills preferred
- Detail oriented a must
- Effective time management
- Strong organization skills
- Ability to work with individuals throughout the organization
- Computer skills; e-mail access; Internet access
- Positive, helpful attitude. Willingness to speak your mind.
- Ability to attend the monthly meetings and do work between meetings

Reporting:

- This role reports to the Treasurer