

## **Treasurer**

- Pay all invoices for the Club (concession, referee's, tournaments, vendors, etc.).
- Record all income, deposits, payments made to club, etc.
- Collect & record concession deposits and take to the bank (weekly during season).
- Utilize Quickbooks to track all income/expenses of club.
- Maintain a budget for the Club.
- Attend monthly SYSO Board meetings and present a report including a budget update, P&L statement, bank account report, etc.
- Work with SYSO accountant to file annual tax return.
- Submit SYSO budget/funding request to City of Shelton annually.

The SYSO Treasurer position requires less than 1 hour per week during the “off season” and approximately 1-2 hours per week during the season. The total commitment is about 4 hours per month. Most of the tasks are done on a computer and timing is flexible. Familiarity with Quickbooks would be a plus for this position however it is not required.