

SECURITY AND FINANCIAL COORDINATOR

Objective: Responsible for the overview of the financial and security functions and strategies of SVJFAC. Must work to maintain a high level of integrity of the fiscal policies and practices of the association, while also managing the overall security/safety of the membership through ensuring adherence to background checks for all association volunteers.

Responsibilities:

- Chairs the Fundraising Committees - both annual and special events.
- Manages and administers all required safety and background check procedures for association volunteers
- Ensures timely and accurate reports to the Board of Directors and General Association meetings including the monitoring of Association compliance with annual budget on a monthly basis.
- Manages the annual budgeting process in conjunction with the Treasurer, Program Coordinators, Concession Management, Equipment Management, Facilities Coordinator, Vice President and President.
- Liaison to financial institutions and government entities for grants, loans and other financial transactions.
- Submits annual financial information to financial institutions as required by loan covenants.
- Preparation Annual Form 990 = Federal Tax Return for Exempt Organizations.
- Distribute confirmation letters to Donors as required by IRS related to charitable contributions received.
- Preparation and distribution of IRS Forms 1099-MISC to winners of annual raffle.
- Attends all Board and General Association meetings.
- Vote on appointments of coaches, appointed chairs and matters that come before the Board and General Meetings.
- Institutes, documents, monitors and emphasizes best practices for role, including safety and financial matters to the association.

Skills Required:

Legal, Communication, Interpersonal, Financial/Accounting/Budgetary, Organizational, Computer, Finance/Accounting/Tax.