DELTONA YOUTH SOCCER

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Position Title: Club Treasurer
Organization: Deltona Youth Soccer Club
Location: Deltona, FL
Reports To: Board of Directors
Status: Volunteer / Part-Time (Stipend may be available, depending on budget)

Position Summary:

The Treasurer is a key member of the Deltona Youth Soccer Club's Executive Board, responsible for the financial stewardship of the organization. This role ensures transparency, accountability, and strategic oversight of all financial activities, helping the club maintain fiscal health in alignment with its mission and goals.

Primary Duties & Responsibilities:

Financial Management

- Control and supervise all cash flow, including income and expenses.
- Maintain accurate and up-to-date financial records, including budgets, income statements, balance sheets, and expense reports using QuickBooks.
- Manage all banking activities: deposits, withdrawals, transfers, and monthly bank reconciliation.
- Process and record payments, reimbursements, invoices, and receipts in a timely and organized manner.
- Collect concession stand revenue and treat it as a separate business unit with its own sales, costs, and profit tracking.
- Ensure no payroll payments are made by check; implement proper digital payment systems for all staff.

Budget Oversight

- Prepare and manage the club’s annual operating budget in collaboration with the Board and relevant committees.

- Continuously update the budget with actual expenses to ensure real-time compliance and transparency.
- Monitor actual vs. budgeted performance and recommend adjustments when necessary.
- Ensure any expenditure outside the approved budget is presented to and approved by the Board of Directors.
- Assist in preparing event- or grant-specific budgets and conduct economic feasibility analysis for proposed programs.

Reporting

- Provide monthly financial updates to the Board, clearly outlining key metrics, variances, and financial opportunities or concerns.
- Present a full annual financial report at the Annual General Meeting.
- Lead preparation for audits or financial reviews, ensuring compliance with applicable nonprofit accounting standards.
- Justify all club expenses and investments with supporting documents; all expenses must have a purchase invoice.

Policy & Compliance

- Enforce the club's financial policies, including:
    - No unauthorized cash receipts (outside of concession sales).
    - Only the President may authorize payments.
    - No payroll disbursements by check.
- Ensure proper documentation and tracking of any subsidies or grants and verify that these funds are used strictly for their intended purposes.
- Maintain compliance with all local, state, and federal financial regulations, including tax filings and nonprofit reporting obligations.

Strategic Contribution

- Serve as the club's financial advisor, offering guidance that supports fiscally responsible and sustainable decision-making.
- Identify and propose strategies for cost savings, investment opportunities, and long-term financial health.
- Collaborate with the Board to continually improve financial systems and internal controls.

Requirements

- Demonstrated experience in bookkeeping, accounting, or financial management (nonprofit or small business preferred).
- Proficiency with QuickBooks and spreadsheet tools (Excel or Google Sheets).
- Strong organizational skills, accuracy, and attention to detail.
- Understanding of nonprofit financial practices and ability to explain finances to non-financial stakeholders.
- Commitment to the mission and values of Deltona Youth Soccer Club.
- Must pass a background check according to club policies.

Preferred Qualifications

- Bachelor's degree in accounting, finance, business administration, or equivalent experience.
- Prior volunteer experience in a youth sports or community-based organization.
- Familiarity with grant reporting, fundraising financial tracking, and event budgeting.

Note:
This is a key leadership position within the Club. Though unpaid, the Treasurer's role is essential to the operational integrity, transparency, and sustainability of the organization and is recognized as a critical voice in shaping the future of Deltona Youth Soccer Club.