Shakopee Youth Baseball Association (SYBA)
Treasurer – Job Description
(Two-Year Term)

Position Summary:
The Treasurer is a key member of the SYBA Board of Directors, responsible for the stewardship of the organization's financial resources. This role ensures the integrity of financial operations, provides strategic financial guidance, and supports the overall mission of SYBA.

Key Responsibilities:

Board Engagement & Governance

- Attend all scheduled Board meetings (minimum once per month) to discuss, review, and vote on organizational matters.
- Prepare and present comprehensive monthly financial statements for Board review and approval.
- Provide timely and accurate financial information to support Board decision-making, including annual budget proposals and registration fee recommendations.

Financial Management

- Oversee all banking and financial operations, including:
  - Timely payment of all invoices and bills.
  - Accurate deposit of checks and cash.
  - Management of bank and credit card accounts and relationships.
  - Administration of the organization's Venmo account.
- Track and report on the financial performance of key events and initiatives, such as travel tournaments, in-house jamborees, fundraising activities, and donation management.
- Ensure timely completion and filing of all required tax documents and returns.
- Prepare and distribute 1099 forms as necessary.
- Provide financial guidance and analysis for capital improvement projects, player development investments, and equipment purchases.

Operational Support

- Order and distribute gold cards as required.
- Respond to financial inquiries and concerns from parents, coaches, and other stakeholders during the season.
- Assist in the planning and execution of all SYBA-sponsored tournaments.

Committee Participation

- Actively participate as a member of assigned Board committees, contributing financial expertise and support as needed.

Qualifications:

- Prior experience in financial management or accounting preferred.
- Strong organizational, analytical, and communication skills.
- Ability to work collaboratively as part of a volunteer Board.
- Proficiency with banking platforms, financial software, and digital payment tools (e.g., Venmo).