



CYHA – Treasurer

2026-2029

As treasurer, you will be the financial steward of our organization, ensuring that every resource is managed with integrity and purpose. Your leadership will help maintain fiscal health, meet compliance requirements and make informed decisions that allow us to maintain and expand our programs and deepen our impact in the hockey community.

This position is accountable to President of Centennial Youth Hockey Association and is described as the Treasurer of The Centennial Youth Hockey Association. This is a CYHA Voting Board Member.

Roles and Responsibilities

- Oversee the organization's financial management, including budgeting, forecasting, and cash flow monitoring.
- Reports any unanticipated findings back to the board of directors in a timely manner.
- Maintain accurate and timely financial records in accordance with the 501(c)(3) accounting standards.
- Present clear and concise financial reports to the board of directors at monthly scheduled board meetings and online for the membership to view.
- Provides annual Year End Reporting to the board of directors in collaboration with accounting firm.
- Ensure compliance with all federal state and local regulations.
- Collaborate with the Executive Board Members to ensure the budget aligns with the strategic goals.
- Manage relationships with Bank(s), Auditor(s), Accountant(s) and other financial Partners.
- Monitor internal controls to safeguard the organization's assets.
- Oversight and collaboration with Third Party Accounting Firm if applicable

Skills

- Proficiency with accounting software (Quickbooks and Microsoft Office Programs).
- Experience in financial management, accounting, and/or bookkeeping with Non-Profit experience preferred.
- Strong Analytical skills and the ability to translate financial data into insights.
- Familiarity with Non-Profit Compliance Regulations including IRS 501(c)(3) Regulations.
- Ability to translate complex financial information to a Non-Financial Audience.

Tasks

- Regular Collection of US Post Office Mail and Centennial Sports Arena Dropbox
- Deposit money into bank account(s) in a timely manner.
- Report to the board any unauthorized (Board Member) financial activities.
- Oversee the receipt / distribution of the following:

- Monetary funds from all fundraising activities throughout the year
- All financial aspects of Registration.
- Individual and Team Sponsorship funds.
- Reimbursement Requests
- Vendor Invoices
- Team Invoices
- District Fees
- Referee Fees

After three consecutive years of volunteering for this position, the candidate is eligible for Lifetime DIBS.