

Job Title: Treasurer

Organization Type: Wylie Area Youth Sports (WAYS)-Nonprofit Youth Sports League

Reports to: President and Board of Directors

Time Commitment: Volunteer position, 2-year term, odd year

Position Summary

The WAYS Treasurer serves as a key member of the Board of Directors and is responsible for overseeing the financial health and accountability of the organization. This individual manages the budget, maintains accurate financial records, and ensures compliance with all legal and regulatory financial requirements. The Treasurer plays a vital role in helping the organization fulfill its mission by ensuring responsible stewardship of funds. The Treasurer should be knowledgeable about who has access to the organization's funds and any outstanding bills or debts owed.

Key Responsibilities

- Maintain accurate and up-to-date financial records for the organization.
- Oversee and manage the organization's budget, credit card usage, and petty cash..
- Prepare and present monthly financial reports to the Board of Directors.
- Monitor incoming and outgoing payments, including registration fees, sponsorships, donations, and vendor invoices.
- Reconcile bank statements monthly and maintain appropriate documentation.
- Ensure compliance with IRS and state nonprofit financial requirements, including filing of annual tax returns (e.g., IRS Form 990).
- Collaborate with the Board to develop annual budgets and financial forecasts.
- Support fundraising efforts by tracking donations and providing reports for grant applications and sponsor requests.
- Recommend and enforce financial policies and internal controls.
- Coordinate with a CPA or tax preparer when necessary.

Qualifications

- Experience in accounting, finance, or bookkeeping (nonprofit experience preferred).
 - Familiarity with budgeting, financial statements, and nonprofit tax filings.
 - Proficiency in financial software or tools (e.g., QuickBooks, Excel, or similar).
 - Detail-oriented with strong organizational and analytical skills.
 - Ability to communicate financial information clearly to a non-financial audience.
 - Commitment to the mission and values of youth sports and community engagement.
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Term & Commitment

- Minimum 2-year term, renewable by current active member votes.
 - Attendance is required at monthly Board meetings and occasional special meetings.
 - Additional time commitment during registration periods, budget planning, and year-end reporting.
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Benefits

- Opportunity to support youth development through sports.
- Gain nonprofit board experience and contribute to community impact.
- Collaborate with a passionate and dedicated volunteer team.

Ultimately, while financial management is the primary focus of the Treasurer, the entire board shares the responsibility of financial oversight and accountability.