

NCTTA

Job Title: Treasurer	
Department: Executive Board	
Revision Date: 3/13/08	

Position Overview

The Treasurer serves as the chief financial officer for the National Collegiate Table Tennis Association ensuring the fiscal well being of the organization through sound financial management. As an Executive Board member, the Treasurer also participates in the short and long term decision making to accomplish organizational goals.

Essential Job Functions

- Chairs the Financial Committee which is responsible for preparing an annual organizational budget (subject to approval by the board) and setting the overall direction of the organization in financial matters.
- Keeps accurate financial records for the organization.
- Deposits money and checks in the name of the organization to bank accounts and other financial institutions as directed by the board.
- Disburses organizational funds and issues/endorsees checks in the name of the organization as directed by the board.
- Prepares annual reports of the financial condition of the organization (with assistance from the Financial Committee).
- Ensures (through the Financial Committee) sound management and maximization of cash and investments.
- Performs functions for the organization related to maintaining and complying with its 501(c)(3) tax-exempt status.
- Generates invoices and receipts for dues, donations and other payments to the organization; processes requests for travel or other expense reimbursements.

Non-essential Job Functions

- Assists NCTTA schools/teams in obtaining funding from their institutions for the NCTTA Championships or other college table tennis activities.
- Works with the Division Directors and Division Director Representative to ensure teams fulfill requirements for NCTTA membership (paperwork, dues, etc.).

Requirements

- Background in finance or other quantitative field.
- Volunteered or served on committee within NCTTA and have an understanding of how the organization operates.
- Be able to work well with other sport organizations.
- Familiarity with financial management/accounting software such as QuickBooks or Quicken.
- Experience using Microsoft Office (especially Microsoft Excel)

- Be able to communicate effectively both orally and in writing.
- Must be able to read and respond to email a minimum of once every 24 hrs.
- Be able to travel on organizational business, given enough preparation time.

Other Skills/Abilities

- Common knowledge of contracts and or agreements.
- Be able to read, translate, and create organizational bylaws.
- Experience in fundraising is a bonus.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.