

# NCTTA

Job Title: Treasurer	
Department: Executive Board	
Revision Date: 5/19/2014	

## **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 short and long term decision making to accomplish organization 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/endorse 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, Regional Directors, and League 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 for a year and have an understanding of how the organization operates.
- Was a Division Director, Regional Director or served on the NCTTA board for a year or has equivalent experience (determined by NCTTA Rules/Audit committee)
- Be able to work well with other sport organizations.

- Familiarity with financial management/accounting software such as QuickBooks and PayPal.
- 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. Individual may perform other related duties as negotiated to meet the ongoing needs of the organization.**