

NEWPORT YACHT CLUB STONEY CREEK INC.

SECRETARY-TREASURER

General description:

Within the compliance of the Club bylaws, this position is an Officer responsible for all financial aspects of club operation and interfaces with the club lawyer to maintain the corporations' minute book. This position is one of the signing officers of the club.

Specific responsibilities: (in addition to the Duties and Responsibilities of members of the Board):

1. Working with the club Bookkeeper – provide oversight and ensure the club finances are in order and the Board is provided with monthly financial reports.
2. Collect all accounts receivable.
3. Maintain long term financing at the most favorable rates possible.
4. Ensure we maintain access to \$100K of available cash in case of an emergency.
5. Ensure that all bills are approved and paid in a timely manner with approver's signatures and receipt copies in the club records.
6. Ensure the club has appropriate levels of insurance in place.
7. Ensure all HST returns are filed on time and taxes are paid.
8. Do cash flow forecasting at mid-season to ensure we have enough ready cash (i.e. - not locked in to GIC's) to pay expenses through the winter.
9. Working with the entire Board to develop a budget for the following year
10. Lead and supervise volunteers on finance committee
11. File with our club lawyer for the corporate minute books any changes in officers and changes in club by-laws.
12. Maintain electronic records of club meetings minutes.
13. Work with the external Accountant to provide review and approval of the year end statements and present these at a high level at the AGM.
14. Provide the TD Bank Commercial Loans manager a copy of our year end financials and also provide a copy to our club lawyer for the minute book.

JOB DESCRIPTION

15. Organize documents and co-ordinate for election of the Board and all other votes of members --working closely with the Board Member responsible for Membership.

Duties for the Bookkeeper:

The Bookkeeper is a volunteer position working closely with the Secretary-Treasurer to maintain all club financial records in QuickBooks.

The duties and tasks involved are as follows:

1. Set up new members as customers in QuickBooks receiving contact and boat data from VC Membership
2. Once per year prepare member invoices in QuickBooks and email to members.
3. Prepare checks for signature with appropriate back-up and post to QuickBooks
4. Prepare deposits in QuickBooks and also receive electronic payments into our bank account.
5. Prepare payroll checks and source deductions – prepare R.O.E. for summer student once per year.
6. Prepare the T4 in January for the 1 employee
7. Produce the YTD Balance Sheet and Income Statement prior to each Board meeting and review with the Secretary-Treasurer.
8. Support reports or extracts from QuickBooks from time to time as needed by the Secretary –Treasurer for planning or management purposes.