

Kew Gardens Tennis Club - Job Description

Position: Treasurer

Purpose: Responsible for the financial strategy, financial procedures, and financial management of Kew Gardens Tennis Club (KGTC). The position is an appointed Officer of KGTC and reports to the President. The Treasurer is independent of the Board and provides advice and guidance to the President & Board on all financial matters and general business principles to ensure good fiscal planning, decision-making and governance.

Main duties:

Financial Strategy - ensuring KGTC has sound financial plans and controls in place, including,

- Oversees development of high-level financial policies and their review and agreement by KGTC Board.
- Preparation of annual budget and its presentation to the board for review agreement.
- Ensuring sufficient funds and cashflow are available for smooth running of KGTC.
- Ensuring funding is in place to sustain the long term and capital plans of KGTC.
- Development and implementation of policies to invest funds and maintain KGTC's cash reserves.
- Keeping the Board informed of important financial events, trends, and issues relevant to KGTC.
- Providing advice and guidance on all provincial and City of Toronto regulations applicable to KGTC.
- Ensuring the Board regularly monitors the organization's financial performance and alert it to any important discrepancies between planned and actual figures.

Financial Management/Financial Procedures

Financial Management - keeping up to date on all relevant regulatory policies and ensuring compliance around account record maintenance, financial reporting, and filing requirements for annual information returns, HST returns and payments/refunds, and payroll remittances.

- Ensuring KGTC maintains appropriate financial books and records and that these are accurate and up-to-date.
- Monitoring income/expenditure against budget and reporting to the Board monthly.
- Ensuring quarterly HST filings and remittances are completed and submitted on a timely basis.
- Management of the KGTC Junior bursary program in conjunction with Junior Director.

Payroll

- Management and maintenance of KGTC payroll, including relationship with third party payroll provider.
- Ensuring KGTC biweekly payroll prepared, submitted & settled in a timely manner.
- Calculating and payment of statutory holiday pay.
- Ensuring Pros, Coaches and Contractors are paid accurately and on a timely basis.
- Preparation and issuance of T4s and Records of Employment.

Financial Procedures - maintaining accurate and up-to-date financial, banking and accounting records. Approving expenses and other transactions, preparing and signing cheques, and monitoring KGTCs budgeted vs actual cost and revenue amounts.

Accounting

- Preparation of monthly accounts for presentation at each Board Meeting.
- Preparation of Annual Accounts for Board approval, and review/audit with KGTC's Accountant.
- Maintenance of Fixed Asset Register.
- Manages KGTC's relationship with the KGTC Accountant.

Banking

- To be a bank signatory (one of three) and manage bank mandate & banking relationship at TD Bank.
- To manage KGTC credit cards including usage and limits for all card holders.
- Ensure excess funds and reserves are properly held and invested including. management of KGTCs funds via GICs and other appropriate investment instruments.

Bookkeeping

- Processing accounts payable, payments to suppliers and management of supplier relationships
- Administering accounts receivable, preparation and issuance of invoices, and monitoring receipt of funds.
- Processing of all refunds to members and Junior program participants.
- Reconciling KGTCs accounting system, bank accounts, Online credit card system, POS system and Head Pro (HP) Contracts,
 - **Online Credit Card System**
 - Management of online credit card payment system.
 - Daily reconciliation of online credit card payments to both KGTC's IT and accounting system.
 - Credit Card Acquiring Attestation.
 - **Point of Sale (POS) Credit Card System**
 - Management of POS credit card payment system.
 - Daily reconciliation of POS credit card payments to both KGTC's IT and accounting system
 - Supervision of pricing of items sold through POS system.
 - **Member Credit Accounts**
 - Daily reconciliation of member credit accounts to both KGTCs IT and accounting system.
 - **Professionals**
 - Management of income/cost sharing arrangements with HP including reconciliation for all Junior and Adult Programming.
 - Reconciliation of private lesson and mini court lesson payments and monthly sharing of revenues with teaching pros.

Club Operations

Insurance and Permits

- Management KGTC's insurance requirements to ensure proper property and liability insurance.
- Management and processing of City of Toronto permit applications.

Staffing

- Overseeing KGTCs compliance with Ontario labour regulations.
- Overseeing appropriate staffing documentation and work permits.
- Setting of staff and coaching pay rates in conjunction with the President/HP/General Manager.
- Supporting HP and Board with all grant applications, in particular operationalisation of Federal Summer Jobs grant.

Membership

- Managing entry of new members to KGTC in conjunction with the Membership Director.
- Managing member numbers in each category to meet planned requirements.

Other

- **Board Meetings:** Attendance at monthly Board meetings and preparation of Treasurer's financial report.
- **Annual General Meeting (AGM):** Attendance at AGM; preparation & presentation of financial report and recommends appointment or reappointment of accountant/auditor at the AGM.
- **Projects:** Participating in Project work to support KGTC initiatives to include capital projects, key employee contracts, legal issues, and IT etc.

Skills, Experience and Requirements

- Strong financial and accountancy background - an understanding of, and experience with, good financial management and reporting practices.
- An appreciation of the kind and level of financial information needed at a board level to support decision making.
- Honesty & Integrity.
- Strong organisational and communication skills.
- Attention to detail.
- Resilient and able to effectively challenge and hold Board to account where necessary.
- Strong IT skills.
- Able to work on own without supervision or guidance.
- Able to commit the time required to fulfill the responsibilities described.

Remuneration: This position is an unpaid volunteer position. A small honorarium may be paid on an annual basis at the discretion of the Board.

Time Requirement: Varied hours; typically, 7 to 10 hours per week.