



## **TREASURER**

Are you passionate about community and youth development? As Treasurer of the Pemberton Youth Soccer Association (PYSA), you'll be part of a warm and dedicated volunteer based board working to grow and enrich youth soccer in Pemberton.

Our club is in a strong financial position, and thanks to recent digitization, automation, and partnerships with trusted local organizations including Coast Mountain Accounting, BlueShore Credit Union, and Edward Jones, the Treasurer role is more streamlined than ever. The estimated time commitment is 2-5 hours per month, including board meetings.

While a background in business or administration is helpful, you don't need to be an accountant to succeed in this role. We are looking for an organized, community-minded individual who is willing to learn. Please note, a Vulnerable Sector Criminal Record Check is required.

### **PRIMARY RESPONSIBILITIES**

- Prepare the Club's annual budget
- Present financial updates at PYSA Board meetings
- Work with the Club Administrator and Coast Mountain Accounting to reconcile accounts
- Co-approve financial transactions initiated by the Club Administrator
- Oversee the Club's financial assets
- Attend PYSA Board meetings and Annual General Meetings (AGMs)

To apply, please send your resume and cover letter to James at [pembertonsoccer@gmail.com](mailto:pembertonsoccer@gmail.com)