



Role Description: Vice President of Finance

The Oakville Rangers Hockey Club (“ORHC” or the “Association”) also known as the Minor Oaks Hockey Association (“MOHA” or the “Association”) Vice President, Finance is part of the ORHC Executive Committee (the “Executive”) and Chair of the ORHC Finance Committee. Reporting to the President, the VP Finance will exercise authority over the management of the Association’s financial affairs subject to any direction or restrictions contained within the Association By-Laws or imposed from time to time by the Board of Directors (the “Board”). Below are the general responsibilities of the Vice President, Finance:

General Financial Oversight

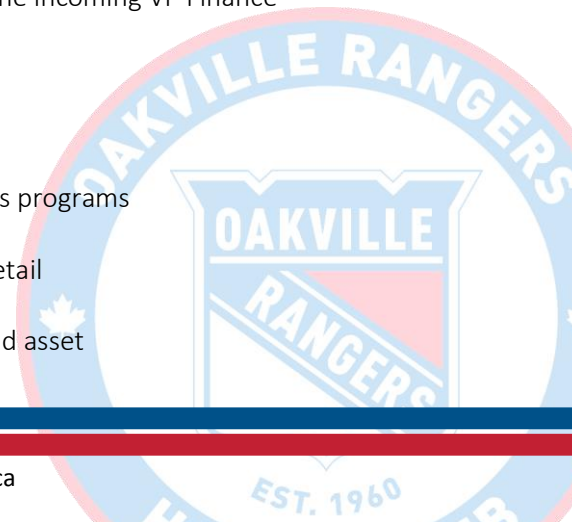
- Chair the Finance Committee and appoint member volunteers and allocate duties to the Finance Committee,
- Evaluate, review and recommend financial policy to the Executive and to the Board,
- Ensure adherence to and implementation of financial policies, controls and accounting procedures in the administration of the Association
- Prepare, oversee and regularly present the annual operating budget and forecasts, Rep assessments and annual financial statements, to the Board and Executive,
- To liaise with designated Executive on financial matters,
- Keep an accurate record of all monies received and disbursed, invest surplus funds and ensure all disbursements are made by cheque,
- Act as a signing officer for the Association,
- Arrange and oversee an annual Audit of ORHC operations to ensure it is performed in an efficient and timely manner,
- Oversee bookkeeping of ORHC
- Implement auditor recommendations as appropriate,
- Ensure accounts meet the conditions of contractual agreements with external agencies

Financial Planning and Reporting

- Present the Report of the Auditor from the concluding season and present reserves and a projected financial position for the next financial year to the Membership at the Annual General Meeting,
- Advise on the organization’s reserves, investment strategy and operational plans,
- Keep the Board apprised of any trends, concerns and key financial events in the assessment of the Association’s fiscal health by presenting regular updates,
- Prepare the annual budget and lead the financial aspect of the strategic plan,
- Present annual financial figures to AGM and state of affairs, conduct analysis for registration fee for next season,
- At the end of your term, assist in the documented transition of duties to the incoming VP Finance

Qualifications

- A firm grasp of accounting and bookkeeping principles
- Working knowledge of Microsoft Excel, Word, PowerPoint and QuickBooks programs
- Ability to work collaboratively with staff, volunteers, and ORHC members
- Excellent organization and time management skills with an attention to detail
- A professional accounting designation would be considered an asset
- Prior experience with not-for-profit organizations would be considered an asset





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Annual Time Commitment

- Preparation of ORHC annual budget (May-August): 20 hours
- Preparation of Rep Assessments (July to August): 20 hours
- Completion of Rep Assessments (March – April): 20 hours
- Preparation and attendance at Board and Executive Meetings required by MOHA (Season long): 40 hours
- Bi-weekly trips to the office for signing of cheques and overseeing bookkeeping operations: 20 hours
- Prepare and review program requests for funding in co-ordination with the Executive: 10 hours

Length of Assignment

- 2 Years

