



Park Sharon Athletic Association (PSAA) is a non-profit 501(c)(3) youth athletic association dedicated to providing organized instructional sports for boys and girls ages 4 through 17 years of age. We offer youth athletic programs and activities such as basketball, cheerleading, and baseball.

PSAA is seeking a dedicated and experienced **Treasurer/Chief Financial Officer** to join our **Board of Directors**. The Treasurer/Chief Financial Officer is a volunteer opportunity and he/she will play a crucial role in overseeing the financial health and stability of our organization, ensuring we can continue to provide high-quality athletic programs for youth in our community.

### **Key Responsibilities**

- Oversee the financial affairs of the organization, including budgeting, financial reporting, bookkeeping, federal/state tax filings, insurance and audit processes
- Prepare and present financial and ad-hoc reports to the Board of Directors at regular meetings
- Monitor cash flow and advise on investment strategies
- Work closely with other board members and staff to align financial strategies with organizational goals
- Primary liaison to banks, insurance and other financial services
- Develop and implement financial policies and procedures

### **Qualifications**

- Prior Board and or non-profit experience preferred but not required
- Professional experience in finance and/or, accounting
- Strong understanding of Cash Basis Accounting
- Familiar with filing requirements for Federal tax form 990 and NC form E-585
- Good understanding of QuickBooks software
- Excellent analytical and problem-solving skills
- Ability to communicate financial information clearly to non-financial audiences
- Excellent communication, interpersonal, and public speaking skills..
- Passion for youth sports and community development
- Commitment to the values and mission of PSAA.

### **Time Commitment**

- Attend bi-monthly board meetings (approximately 2 hours each)
- Participate in finance committee meetings (as needed)
- Dedicate approximately 5-10 hours per month to treasurer duties

### **How to Apply**

- Please submit a brief statement of interest to [board@parksharonsports.com](mailto:board@parksharonsports.com). Include **"Board Treasurer Application"** in the subject line.
- Park Sharon Athletic Association is an equal opportunity organization and welcomes applications from all qualified individuals.