

The Bermuda Olympic Association
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Hamilton HM GX
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VOLUNTEER TREASURER REQUIRED

Established in 1936, the Bermuda Olympic Association (BOA) is the sole representative of the International Olympic Committee, Pan Am Sports, the Central American & Caribbean Games, and the Commonwealth Games Federation and oversees all matters pertaining to Bermuda and these international sporting festivals.

We are a registered charity with a mission to promote the ideals of the Olympic movement and support elite athletes in representing Bermuda at Regional, World and Olympic Games. With a membership of 26 National Sports Governing Bodies, we encourage and support the development of quality, drug-free athletes and officials to achieve their potential and are committed to sharing their skills and contributing positively to the fabric of Bermuda society.

We are looking for a volunteer Treasurer to the Board, who is familiar with QuickBooks. The day to day accounting is outsourced to a CPA and the audit is conducted by KPMG. We anticipate that the person will need to consider a time commitment of 7-10 hours per month to serve in the role, which includes the following:

- Attend monthly Officers meeting held on the second Wednesday in the month.
- Attend monthly Board meetings held on the third Tuesday in the month at 5:30pm.
- Prepare monthly financial reports.
- Chair quarterly Finance Committee meetings, review and update policies and procedures as required.
- Prepare draft financial statements and oversee the annual audit process.
- Work with the Secretary General to prepare the annual budget.
- Approve online payments as required.
- Assist the Office Accounts Administrator with record-keeping using QuickBooks Pro.
- Liaise with Bank re signatories and other banking related matters.