

The Pikes Peak Pickleball Association promotes the sport of Pickleball in El Paso County through education, training and amateur competition

Job Description
TREASURER

Term: Elected by the general membership in even years; serves a two-year term.

Responsibility: PPPA Finances & Business Management

Duties:

- Establishes appropriate banking signatures for check signing and other business transactions at banking institutions (to include banks, credit unions, PayPal).
- Maintains appropriate level of cash between operational and long-term (savings) banking accounts.
- Maintains and oversees the bookkeeping of financial transactions for reporting to the Board.
- Reports bank balances, bookkeeping activity (checkbook), and actual budget balances, to the Board within 5 business days after the end of each month.
- Pays approved disbursement requests and invoices by Board Members.
- Oversees the annual budget preparation and prepares the report.
- Oversees or prepares the year-end financial statements.
- Maintains insurance policies.
- Files required IRS and Colorado State Tax and Information returns.
- Assists with the annual financial audit.
- Assists other board members with financial issues, as requested.