

BRITISH COLUMBIA INDOOR SOCCER LEAGUE
JOB DESCRIPTION
PART TIME ADMINISTRATOR
For the 2018/2019/2020 Seasons

The administrator will serve the Board of Directors and perform all duties under the direct supervision of the Society President. The Administrator will function as a part of the management team to include the Society President and Vice-President and the Officers of the Board. Under the direction of the Society President, the administrator will be responsible for assuring that the following tasks are done on a daily, weekly, and monthly basis, as needed.

Communications Duties

- a. Record and draft digital copies of all minutes for all Society meetings, and prepare copies for the next meeting. Ensure paper copies also maintained
- b. Keep the events up to date, both computer & desk
- c. Keep current posters and memos on display that highlight each upcoming special event
- d. Be sure that all incoming and outgoing correspondence is entered into the appropriate communications binder and, if a timely response is needed, bring these to the attention of the President or appropriate Board Member.

Financial Duties

- a. Make deposits of all income
- b. Collect the mail
- c. Pay all invoices
- d. Confirm payments for registration, etc.
- e. Prepare monthly financial statements for every Board meeting

Bookkeeping Duties

- a. Ensure that every combined deposit form shows the account and the department that each portion is assigned to
- b. In the same way, ensure that every pay out also shows the account and the department from which it is paid

General Administrative Duties

- a. Become aware of the annual reports, licenses, and fees that must be prepared and when they are due each year
- b. Keep all files neat, in order, and easily accessible
- c. Keep all office supplies and forms on hand as needed
- d. Registration - make sure updated as much as possible a BC Societies Act Report with the annual fee

Sponsorship and Events Duties, as needed.