



## POSITION DESCRIPTION

### **Bow Valley Hockey Society | Manager, Office and Finances**

Reporting to the Manager of Hockey Operations the Bow Valley Hockey Society (BVHS) Manager, Office and Finances is responsible for a wide range of duties related to the day-to-day operations of the Hockey Society.

As a highly organized individual, the Manager, Office and Finances possesses excellent office management skill, good communication skill, good computer skill and a passion for minor hockey.

#### *Background*

BVHS was established in 1987 and today consists of over 1050 members, playing on 67 teams in Timbits to Midget. Communities that make up BVHS are: Auburn Bay, Cranston, Douglasdale, Mahogany, McKenzie Lake and Seton.

BVHS Mission: BVHS is committed to providing players an opportunity to grow as individuals and gain self-esteem through a positive hockey experience that emphasizes fun, participation, development, safety and respect. BVHS will strive to accomplish these goals in a consistent, transparent and collaborative environment that encourages the participation of coaches and parents.

#### **1. Manager, Office and Finances**

- a) Support the Establish and maintain the BVHS banking system: set up and remove bank accounts; make bank deposits; prepare deposit summary every month, receive invoices from suppliers; coordinate executives for required signatures; keep Accounting Administrator, Treasurer and Board informed of financial matters;
- b) Perform month end accounting duties using Quickbooks accounting software; complete month end by the 15<sup>th</sup> of each month.
- c) Receive vendor invoices from Office Administrator and code the invoices before data entering in Quickbooks;
- d) Prepare and mail all vendor payable cheques and return to BVHS office for coordination of signatures;
- e) Provide the MHO, Treasurer and Board of Directors Monthly Budget Updates
- f) Reconcile monthly revenue and event (i.e. tournaments, fundraising) reports in consultation with MHO and Office Administrator to report properly on financial statements;
- g) Prepare annual operating Budget in consultation with MHO (for Treasurer review and approval and ultimately Board approval);



## **POSITION DESCRIPTION**

- h) Create and maintain a standard tracking doc to reflect program revenues and expenses
- i) Create time sheets for contractors and look after the tracking of instructor's hours, payments and documentation of hours worked.
- j) Maintain General Ledger code listing to support annual operating Budget;
- k) Prepare monthly financial statements and corresponding Management Discussion & Analysis (MD&A) for Treasurer review;
- l) Administer BVHS long term investment vehicles including Term Deposits, in consultation with Treasurer;
- m) Maintain stakeholder relations with representatives at First Calgary Bank, Hockey Calgary, Trico Center, auditors (McCallum & Company), etc.
- n) Prepare and file Annual Return with Government of Alberta;
- o) Prepare annual audit package for Treasurer review, and liaise with Auditors to complete year-end review process.
- p) Verify all coach reimbursements, prepare cheques and then distribute cheques
- q) Work in conjunction with the BVHS Officials assignor to ensure officials receive their Development fee reimbursement at the end of each hockey season.

## **2. FUNDRAISING (VEHICLE RAFFLE AND CASINO)**

- a) Provide support and guidance to the BVHS Board and key volunteers for fundraising activity;
- b) Handle all aspects for the BVHS Casino – send in application, set up volunteers, take care of all correspondence with Casino Advisors and Alberta Gaming. Do Casino reports that AGLC require; (Casino takes place every 18 months)
- c) Provide a list to the Manager, Operations and Registrations of all Casino Volunteers credits towards child's registration that need to be inputted in HCR
- d) Deposit all the cheques from the BVHS Vehicle Raffle as well as the BVHS Operational Fund cheques from all teams. Prepare all the fundraising cheques payable to the teams regarding the raffle. Set up a pickup date for the cheques. Do Raffle reports that AGLC require.
- e) Handle aspects for the BVHS Vehicle Raffle – send in application, set up volunteers for check nights, create all the forms for tracking tickets sold and work in conjunction with the Director of Fundraising from the BVHS Board of Directors.



## POSITION DESCRIPTION

### 4. SUPPORT MANAGER OF HOCKEY OPERATIONS

- a) Cost per Player summaries;
- b) Preparing and distributing Eblasts;
- c) Creation and distribution of Coach Surveys;
- d) Online forms for BVHS Overall Operations;
- e) Maintain, update and reconcile Volunteer Schedules (Off Ice and Evaluators) for Evaluations;
- f) Work in conjunction with the Manager, Operations and Administration to ensure that all programs binders, apparel, and resources are ready prior to camps.
- g) Email communication to program registrants to ensure they are informed about the program details.
- h) Create, distribute, and review post program surveys.

\*\* opportunity for administration duties to transition from MHO to allow that individual more time to be on the ice, support team and player development, taking and analyzing video footage, support development of volunteer coaches, etc\*\*

### 5. Volunteer Bonds

- a) Organize all off ice and evaluator shifts for evaluations through Volunteer Local. Add other volunteer opportunities into the system as needed. Reconcile volunteer schedules with BVHS Manager, Operations and Registrations.
- b) Update the Evaluations section of the website to ensure all the info is relevant and posted correctly for the current season. This includes but limited to schedules, volunteer and evaluator schedules, contact info for each age group as well as current year Policies and Procedures.
- b) Liaison with the AGC/AGVC to ensure Volunteer sign in sheets, and volunteer roles and responsibilities manual is updated and current for each respective season. Update and communicate a list of the members who have to provide volunteer bond checks/jersey deposit checks. Communication is done between MHO, AGD, AGC, EC, and AGVC to ensure these kids don't evaluate before we receive there checks per Policy.
- c) Reconcile and ensure volunteer hours are tracked properly and communication is clear and current in regards to those who still have hours to fulfill etc.



## **POSITION DESCRIPTION**

- d) Ensure spreadsheets are ready to sock pick up night, and define the sock pick up/volunteer bond and jersey deposit cheque nights procedures and ensure this info is communicated with the volunteers.
- e) Attend, organize, and facilitate the BVHS Sock Pick Up Night as well as Volunteer Bond/Jersey Deposit Cheque Night

### **6. WEBSITE ADMINISTRATION**

- a) Updating, maintaining the BVHS website; sending all necessary communication to members as needed.

### **7. TOURNAMENT COMMITTEE SUPPORT**

- a) Oversee tournament preparation and facilitation with Volunteer tournament committee members.
- b) Be present for BVHS tournaments and help with administration of the tournament.

### **8. BVHS AWARDS**

- a) Oversee the nomination process, forms, and facilitate the selection of the recipients.
- b) Facilitate the awards and ensure they are ready and complete the annual AGM

### **9. ANNUAL GENERAL MEETING**

- a) Oversee the administration of the AGM Package, and Power Point Presentation.
- b) Communicate the AGM info to the membership in accordance with the BVHS Bylaws.
- c) Work with the BVHS Manager, Operations and Registrations to setup the room and ensure everything is in order for the AGM prior to the members arrival. Snacks, Refreshments, PPT, Projector, Tables, and chairs etc.
- d) Book the room for the AGM and ensure they have direction on how the room is to be setup.



## POSITION DESCRIPTION

### 10. OTHER DUTIES AS ASSIGNED

- a) Educate / train BVHS Board, key volunteers and members, sharing knowledge and experience to ensure consistency and pursuit of continuous improvement of operations.
- b) Attend the Hockey Calgary Awards Gala annually as a representative of BVHS
- c) Facilitate all board room bookings for BVHS Meetings, Picture Day and all other booking needs.
- d) Assist in keeping the BVHS storage facilities clean and organized.
- e) Assist with equipment return and pick up nights as needed.
- f) Attend all age groups Coach/Managers Meetings held in early October.