

JOB DESCRIPTION

USA PICKLEBALL ASSOCIATION Treasurer-Board Position

PROGRAMS:

- Windows QuickBooks – 2007
- Windows Excel
- Internet familiarity to access business accounts and Google
- Worksheet
- Email familiarity

POSITION ACTIVITIES:

- Monitor email account daily.
- Payment of vendor invoices and other expenses.
- Post all income and expense activity in QuickBooks.
- Complete all month-end reports, etc.
- Prepare Treasurer Report for monthly Board meetings.
- Monitor three business accounts.
- Maintain all receipts and records in orderly fashion.
- Prepare annual budgets.
- Be present for monthly meeting via phone conferencing.
- Participate in board discussions and actions to help promote the growth and development of pickleball.
- Two-year term.

[Please email interests and qualifications.](#)