

TREASURER

Duties

1. Reconcile bank statements
2. Write checks as needed using voucher system
3. Make bank deposits and keep accurate account of all money received
4. Prepare financial statements for the Board and General Meetings
5. Keep record of quarterly sales tax collected when ticketed events are held
6. Keep record of taxable and non-taxable items
7. Check for mail at P.O. Box located at Gardiner Lane Post Office
8. Write report for newsletters
9. Make ledger entries
10. Serve as chairman of the Budget/Finance Committee
11. Issue dues notices, record receipts of dues
12. Prepare financial records for the auditor
13. Notify members delinquent in payment of dues
14. Submit the report of the auditor for adoption by the membership
15. Prepare and submit Charitable Quarterly Report
16. Make arrangements for the use of credit card machine for fundraisers
17. Educate Board Members
18. Send committee chairs their budget for their budget assessment

Skill Set

Be able to be bonded
Excellent record keeping
Basic bookkeeping skills
Computer skills and the ability to use a spreadsheet
Strong leadership skills
Detail oriented
Able to create a budget