

TREASURER

The primary goal of Treasurer is to monitor the financial records of the organization. This position requires a solid knowledge of accounting, Quickbooks, fiscal responsibility, and reporting requirements. Treasurer should have knowledge of internal control concepts and applications.

Duties and Responsibilities

- Review and audit the checking, savings and investment accounts for accuracy.
- Review work of Administrative Coordinator on deposits, payment of bills, and day to day record keeping, at least once a month.
- Reviews financial procedures followed and makes corrections to avoid situations that could leave the organization at financial risk.
- Writes a monthly 5-15 report and sends it to all board members one week prior to Board Meeting
- Prepares Treasurer's Report for the Board meeting.
- Completes all bank reconciliations and reviews cancelled checks for proper signatures.
- The Treasurer releases Pay Pal funds to the main checking account.
- Prepares monthly and final annual budget reports for the Board meetings.
- Provides detailed reports to Board members that request information on actual expenses vs. the budget.
- Ensures that the Internal Revenue Service and Franchise Tax Board filings are submitted in a timely manner.
- If the current Treasurer is not a CPA specializing in taxes, the Treasurer will submit records needed to a tax professional for preparation.
- The Treasurer will prepare/submit 1099's (and State Equivalent form) for any payments for services by individuals.