

## **Newcomers of Central Florida, Inc.**

### **Job Description of Treasurer**

**The Treasurer** is a member of the Executive Board and the Executive Committee.

By-Laws information on the Executive Board is included in Article V: Executive Board.

By-Laws information on the Executive Committee is included in Article VIII: Executive Committee.

#### **Description of duties**

(from By-Laws Article VI: Officers, Section 7):

##### **The Treasurer**

- a. will accept all dues and all other monies of the Club
- b. shall act as custodian of the funds of the Club and keep an accurate record of all deposits and disbursements, paying all bills by check
- c. shall present monthly reports to the Executive Board and to the general membership
- d. shall prepare an annual report.
- e. Fiscal year is June 1 through May 31.

(from By-Laws Article IX: Committees, Section 3):

The President shall appoint a Finance Committee comprised of three members, one being the incoming Treasurer. This Committee will review the financial records prior to the June Executive Committee meeting. It will be the duty of this Committee to prepare a budget for the next fiscal year and present it to the Executive Committee in June for discussion and approval. The President will then submit the budget to membership for approval at the June luncheon meeting.

(from Rules and Policies #7):

The Treasurer will contact the Luncheon no-shows to request payment. Members are responsible for payment of Luncheon reservations, both for themselves and their guests, whether or not they are present at the Luncheon.

The Treasurer is expected to attend monthly Board Meetings and Luncheons or, in her absence, email her monthly reports to the President and make arrangements with another Executive Board member for required checks to be prepared and distributed.

## Basic Job Functions

Maintain and reconcile bank accounts

Make bank deposits at least twice a month

Prepare monthly financial statements for distribution to the Board and Committee Chairs as appropriate

Prepare a monthly balance sheet for the President showing such items as the beginning and ending Club balances and itemized list of checks deposited and written

Prepare payment and distribution of Board approved expenditures

Make authorized reimbursements at least twice a month. [I rewrote this to match the other items]

Report financial status to the membership at each monthly Luncheon. [same rewriting as above]

Collect receivables for Meetings and Luncheons, as required; reconcile no-shows

Coordinate with the **Second VP for Luncheons Co-Chairs** on the final Luncheon charge each month and deliver the check in that amount to one of the Co-Chairs

Make financial recommendations at the request of the Board

Control 1 of 2 Post Office box keys and collect mail at least twice a month, distributing mail to other Board members as appropriate

Order bank supplies as necessary

At the May Board Meeting, submit a preliminary budget request for the year following your term

Compile all of the individual preliminary budget requests from Executive Committee members that are submitted at the May Board Meeting

At the May Board Meeting, submit a report to the Board summarizing the year's activities

## Requirements

Computer, printer, and email account

Proficient with computer programs, such as Microsoft Word and Excel and **Quick Books**

Good working knowledge of current accounting procedures

Experienced in the preparation and analysis of financial statements

Understanding of basic accounting functions, General Ledger, and journal entries

Ability to clearly communicate monthly financial statements to the Executive Committee

*Note: This job description is not intended to be all-inclusive.*

*Position may perform other related duties as required to meet the ongoing needs of the Club.*

*Revised: January 17, 2014*