



The Friends of the Sharon Public Library (FOSPL)
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v3

Role Description: Treasurer of FOSPL (volunteer Board position)

The FOSPL is a 501(c)3 non-profit, member organization that support programming and other needs for the Sharon Public Library (SPL). The FOSPL is managed by a Board and governed with By-Laws. Each monthly Board meeting follows Roberts Rules of Order.

Responsibilities: The Treasurer of the FOSPL will perform these duties in addition to others as needed.

1. Manage the financial accounts for the FOSPL with local banks and the president of FOSPL
 - Pay invoices and bills
 - Cut checks as needed
 - Enter all financial info into Quicken
 - Keep spreadsheets for deposits, bank recs, financials (take info from Quicken)
 - Files three (3) annual tax returns
2. Receive, process and track checks for membership renewals, donations, adopt-a-books, etc. Will interface with the Membership Chairperson on these items as needed
 - Check paypal for money deposited and transfer money into bank account
 - Check PO box for mail and checks
 - Make deposits of checks
3. Interface with the library director every month to get a summary of checks cut from the lump sum given to them
4. Prepare and provide overview of monthly financials for board meetings
5. Act as financial interface to OBOT (One Book One Town) and cut checks as requested
6. Prepares annual budget for FOSPL

Qualifications:

The Treasurer will be:

- familiar with accounting/budgeting principles
- able to provide and review monthly finance reports (actual vs.budget) for the Board
- available to meet monthly (virtually until we can meet in person safely)
- familiar with filing non-profit tax returns