



Deerfield Fair Association, Inc.

Post Office Box 156
Deerfield, New Hampshire 03037-0156
Telephone (603) 463-7421

Job Title: Treasurer
Reports To: Fair Officers and Board of Directors

Position Summary:

The Treasurer shall receive all monies of the Association and pay expenditures on order of the Board of Directors, ensuring expenditures \$5,000.00 and greater have received the approval of the membership. The Treasurer shall provide a written report monthly and the annual report shall be provided at the February meeting of receipts, expenditures, and total net worth of the Association, made during the previous fiscal year. The Treasurer will report directly to the President of Deerfield Fair Association under the direction of the Board of Directors.

Physical Requirements:

Applicant must be able to use communication systems to perform job functions. Applicant must be able to move freely with occasional bending and lifting to perform various tasks.

Key Responsibilities:

1. Create and maintain financial records for the Deerfield Fair Association in accordance with GAAP
2. Upon receipt of appropriately authorized invoices, sign checks, prepare for mailing/distribution and ensure receipt by Payee. Obtain required second authorized signature for checks over \$500.00.
3. Ensure accurate and timely deposits of monies received.
4. Prepare and submit to Bookkeeper an Interoffice Deposit form that breaks down individual deposits into appropriate Departments.
5. Complete money transfers when/as authorized by the Board of Directors (or by the president in an emergency).
6. Adhere to good cash handling procedures with adequate audit trails.
7. Provide to Bookkeeper for recording into accounting system appropriate paperwork, while maintaining a copy of verification/validation/audit.
8. Prepare and verify required financial reports for the Deerfield Fair Association; provide to the Board of Directors for review.
9. Calculate required start-up funds for the annual Deerfield Fair, secure approval of recommended start-up funds from the Board of Directors, and secure for the use of the Treasury Office the required start-up funds.
10. Coordinate/schedule money pick-ups during the annual Deerfield Fair with appropriate cash handling company.
11. Procure/coordinate/schedule ATM services for the annual Fair.
12. Establish, staff, stock, maintain, and lead the Treasury Office prior to and throughout the annual Deerfield Fair.
13. Partner with the Auditor and Bookkeeper during year end calculations and tax preparation/filing.
14. Perform all other duties assigned by the Board of Directors, President and/or Vice President.

Required Knowledge and Skills:

1. An understanding of accounting rules, financial markets, rates, and instruments, especially as these items affect the operation of a 501(c)(3) not for profit organization.
2. Ability to perform repetitive or routine duties working from detailed instructions or using standard policies and procedures.
3. Ability to work independently and prioritize work without direct supervision.
4. Ability to work with frequent interruptions and respond appropriately to unexpected situations.
5. Ability to operate computers and related software, typewriter, telephone, FAX machine, postage meter and copy machine.
6. Strong interpersonal skills to communicate effectively.
7. Strong organization skills with attention to detail.

Education/Experience:

Education: N/A

Experience: Five (5) years of accounting, controller, or financial management preferred

Licensure: N/A

Software/Hardware: Familiarity with programs in word processing, spreadsheets, database management, website management, email

Note that position is subject to State background check; candidate must be bondable

Schedule Requirements:

During the annual Deerfield Fair, it is expected that the Treasurer will be working in the Treasury Office during Fair operating hours and will ensure that the books are balanced out each night prior to leaving for the day. The week following the annual Fair will require increased availability due to the number of deposits to be made and checks to be signed.

Treasurer is expected to be onsite during Winter Storage Take-in, three weekends in October/November each year.

**Attendance required at Deerfield Fair Board of Directors meetings held bi-weekly on Thursdays at 7PM to present Treasury items requiring review and response from the Board of Directors.

**Attendance required at Deerfield Fair Association meetings held the second Tuesday of each month at 7PM.

Compensation:

Hourly wage commensurate with experience and skills.