

KEMPSVILLE RESCUE SQUAD INC.

P.O. BOX 62345 • VIRGINIA BEACH, VA. 23462

804-340-KVRS

JOB DESCRIPTION

ASSISTANT TREASURER FOR DONATIONS

REPORTS TO

Treasurer

RESPONSIBILITIES

Maintain the following supplies in a conveniently-accessible place:

- Blank deposit slips
- Rubber bands
- Stamp ink
- "FOR DEPOSIT ONLY" stamp
- Storage containers for Donation Return Cards
- File folders and/or magnetic storage media (floppy disks, tapes, etc)
- Labels for storage containers and magnetic storage media

Retrieve donation checks from the Donations box.

Remove checks, money orders, etc, and Donation Return Cards (if present) from donation envelopes.

For each large donation (as determined by the President), note the value on the associated Donation Return Card, and pass the card on to the Assistant Secretary for Acknowledgements. (NOTE: This process may be computerized.)

If an automated data entry system is available, scan each Donation Return Card into the system.

Complete Donation Return Records for donations that don't already have Donation Return Cards. (This is usually not necessary.) (NOTE: A Donation Return Record may be a hand-written record, or a computerized data entry screen.)

Store Donation Return Cards and Records for at least one year. Maintain an orderly, clearly labeled storage system for such cards and records. (The Assistant Secretary for Acknowledgements shall be responsible for storing the DRCs and DRRs associated with large donations into your storage system.) The labels should indicate the date of the

donations, accurate to at least a month. An example label would be, "DONATION RETURN RECORDS, <\$50, JUNE 1996".

Stamp the backs of all donation checks with "FOR DEPOSIT ONLY".

Record the image of each check or money order, either by photocopy or by electronic facsimile. Store such images for at least one year. Maintain an orderly, clearly labeled storage system for such images. The labels should indicate the date of the donations, accurate to at least a month. An example label would be "DONATION CHECKS RECEIVED JUNE 1996".

For each batch of checks that is processed:

- Determine the *amount* of money to deposit into the Entertainment account, based on the donors' indications on the Donation Return Cards.
- Assemble a batch of checks that is equivalent in value to the *amount* determined in the previous step. This batch shall be deposited into the Entertainment Fund.
- Complete deposit slip according to bank requirements.
- Bind each batch of checks with its deposit slip with a rubber band.
- Take the batches, with the deposit slips, to the bank for deposit into the appropriate squad bank account.
- Secure a receipt for each bank transaction.

Submit all bank transaction receipts to the Treasurer in a timely fashion. Recruit assistance from other squad members during times of heavy donation returns.

Submit requisitions and recommendations for process improvement to the President.

QUALIFICATIONS

Must be an Apprentice, Associate, Administrative, Full, Active Life, or Inactive Life Member of Kempsville Rescue Squad Inc.

Must be trustworthy with respect to handling the squad's money.

Must be competent at performing simple arithmetic.

Must have good time-management skills.

Must have access to appropriate banks during banking hours.

Must have good manual dexterity and legible handwriting.

BENEFITS

In addition to the standard benefits of squad membership, the incumbent and his or her personnel file shall receive documentation from the President that verifies the incumbent's service as Assistant Treasurer for Donations, and that describes the associated responsibilities.