

## **Job Description**

### **Treasurer**

The Treasurer monitors all financial aspects and the financial condition of the Club. With assistance from the Parliamentarian where appropriate, the Treasurer also takes the lead with respect to risk assessment, taking steps to ensure that financial and reputational risks are minimized both for the Club as a whole and its Officers. The Treasurer also seeks to ensure that the Club's activities are conducted consistent with Internal Revenue Service guidance relating to section 501(c)(7) organizations.

The Treasurer is aided by an outside part-time bookkeeper that is responsible for producing monthly financial reports for review by the Treasurer and the Board as a whole.

The Treasurer has the following specific roles and duties:

1. Review of the monthly bank statements.
2. Review of the outside bookkeeper's work product in general (including bank and Paypal Advance Collections reconciliation) and monthly financial reports.
3. Presentation to the Board of monthly financial statements prepared by the outside bookkeeper.
4. Review and processing of Financial Activity Reports (FARs) prepared by Club members and submitted to the Treasurer and printing and signing of the required checks.
5. Review of the Club's reserves and determination if additional spending should be progressed by the Club or the reserves should be enhanced.
6. Review of individual Committee's finances with the objective that each Committee "break even" each 6 month term.
7. Ensuring the Club's projected income from new members and membership renewals (for a third year) meets the projected expense of all fixed costs and the budgeted cost of events planned by the Club that don't have any income (e.g., Dine and Sign, Newbie Wine and Cheese) or that have an agreed subsidy (e.g., the holiday party).
8. Review of annual federal and California tax information reports (Federal Form 990 and California Form 199 for the fiscal year of the Club ended January 31st of each year), to be prepared by an independent accountant or tax return preparer.
9. Coordinate with the Club's insurance agent/broker to see that adequate insurance coverage is in place (D&O, general liability). As part of that process, review the annual renewal of the Club's insurance policies, in coordination with the Parliamentarian and President, to help ensure that critical coverages have been retained and are adequate. Arrange for the purchase of additional coverage, where appropriate, where instructed by the President or approved by the Board of Directors.
10. Perform PayPal research as needed.
11. Interface with PayPal and QuickBooks as the primary Club contact.

12. In conjunction with the President, approve expenditures for fee-based software and services recommended by the VP of Technology.
13. Respond to information requests from Committee chairs and Club officers as needed.
14. Revise Treasurer and bookkeeping procedures as needed.
15. Collect the mail from the Club's PO Box at least weekly.
16. Work with VP of Activities to resolve any payment/PayPal issues that individual members may have encountered.
17. Act as "risk officer," seeking to ensure that the Club is run consistent with the highest standards associated with similar entities and that prospective risks are understood and mitigated wherever possible.
18. Maintain the Club's debit card(s) for online and recurring transactions.
19. Preparation of the budget for the forthcoming term.

#### Experience

To perform the role, it is helpful though not mandatory that the Treasurer have an accounting background, is familiar with QuickBooks and has basic IT skills. The Treasurer needs to have a working understanding of balance sheets and P&L accounts and experience in running a business of (any) size.