



**JOB TITLE:** ASSISTANT TREASURER

**JOB OVERVIEW:** The Assistant Treasurer serves a twelve-month term commencing on June 1, after which the Assistant Treasurer serves an additional fourteen-month term as Treasurer. The Assistant Treasurer will work with the Vice Presidents to train committee chairs in record keeping for events. The Assistant Treasurer will work with the Treasurer to prepare for the following year as Treasurer.

**BENEFITS:** The Assistant Treasurer will gain experience in the fundraising and accounting practices of a non-profit organization.

**RESPONSIBILITIES:**

- Review Guild By-Laws, Financial Policies, Financial Guidelines, Fast Financial Facts, Policy and Procedure Guidelines, Administration Guidelines, and Treasurer's Job Description.
- Become familiar with the online Treasurer's manual.
- Attend, support and promote Guild functions.
- Attend meetings of the Board, Executive Committee, Annual Retreat, and General Membership.
- Attend the Budget and Finance Committee meetings and act as chair of the meetings in the absence of the Treasurer.
- Reconcile all bank accounts monthly.
- Oversee Event treasurers and provide *QuickBooks* reports as requested.

- Prepare petty cash for events via approved check requests.
- Obtain all necessary licenses, including liquor licenses for events.
- Obtain any required insurance documentation for events.
- In the Treasurer's absence, assume the responsibilities of the Treasurer.
- Complete any duties that the Treasurer assigns.
- Meet with incoming Assistant Treasurer by June 30 to assist with transition.

**QUALIFICATIONS AND SKILLS:** The Assistant Treasurer must be comfortable with accounting practices and procedures as well as willing to learn the computer program *QuickBooks*.

**INITIAL IMPACT:** The Assistant Treasurer provides capable assistance to and backup for the Treasurer.

**SUSTAINED OUTCOME:** The Assistant Treasurer will learn the information and the skills necessary to have a successful year as Treasurer.

**TRAINING, SUPPORT, AND RESOURCES:**

- Training includes on-the-job experience with *QuickBooks* and assisting the Treasurer.
- Support includes the Treasurer, Vice President of Fundraising, Guild President, and past Treasurers.
- Resources include annual reports, budgets, and files, online Virtual Resource Guide, and The Guild accountant.