



JOB DESCRIPTION

1. JOB TITLE: ASSISTANT TREASURER
2. JOB OVERVIEW: The Assistant Treasurer serves a twelve-month term commencing on June 1, after which she or he serves an additional fourteen-month term as Treasurer. She or he will work with the Vice Presidents to train committee chairs in record keeping for events. She or he will work with the Treasurer to prepare for the following year as Treasurer.
3. BENEFITS: The Assistant Treasurer will use this year to learn the job of Treasurer. She or he will gain experience in the fundraising and accounting practices of a non-profit organization.
4. KEY 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.
 - Serve on the Budget and Finance Committee and master the details of the budget.
 - Assist the Treasurer in any way possible and learn the responsibilities of the Treasurer.
 - Substitute for the Treasurer as needed and complete any duties that the Treasurer assigns.
 - Meet with incoming assistant treasurer by June 30 to assist with transition in any way.

9/24/2013

5. QUALIFICATIONS AND SKILLS: The Assistant Treasurer must be comfortable with accounting practices and procedures as well as willing to learn the computer program *Quickbooks*. Precision and attention to detail are important attributes.
6. INITIAL IMPACT: Providing capable assistance to and backup for the Treasurer.
7. SUSTAINED OUTCOME: Mastering the information and the skills necessary to have a successful year as Treasurer.
8. TRAINING, SUPPORT, AND RESOURCES: Treasurer; Vice President of Fundraising; Budget and Finance Chair; Guild President; past Treasurers; annual reports, budgets and files; online Virtual Resource Guide, Guild accountant.
9. LOCATION OF ASSIGNMENT: The Budget and Finance Committee meetings will occur when and where the Chair determines; the Board/Committee Chair meetings will occur at the place stated in the Notice of Meeting; Executive Committee meetings will occur where the President designates.