



JOB DESCRIPTION

1. JOB TITLE: TREASURER
2. JOB OVERVIEW: This approximately fourteen month position begins on June 1 and ends when the tax returns for the Corporation have been filed for the fiscal year. The Treasurer takes custody of all monies and securities of the Corporation. He or she makes or causes to be made deposits in the name of the Corporation in such bank or banks as the Board of Directors designates. The Treasurer distributes the monies of the Corporation in payment of the just demands on the Corporation or as ordered by the Board of Directors, taking proper vouchers for such disbursements, and renders to the Board of Directors an account of all transactions as Treasurer and of the financial condition of the Corporation.
3. BENEFITS: Over the course of his or her tenure, the Treasurer will gain hands-on experience in accounting practices for non-profits, and proficiency in the use of the *Quickbooks* accounting software. He or she will also gain experience in tax accountings and filings for 501(c) 3 corporations.
4. KEY RESPONSIBILITIES:
 - Review Guild By-Laws, Policy and Procedure Guildelines, Administrative Guidelines, Financial Policies, Fast Financial Facts, and Financial Guidelines.
 - Use the online Treasurer's manual to process all financial matters and update the manual as needed to reflect changes or to clarify.
 - 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.
 - Gain a thorough knowledge of the responsibilities of non-profit organizations.
 - In June, update the online check request form with the Office Administrator.

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- Update Financial Policies, Financial Guidelines, and Fast Financial Facts as needed.
- Assist in financial training of the Board/Committees.
- Assist, as requested by the President, with the training of the Guild Board and Committee Chairs.
- Pay all bills, and make or coordinate deposits.
- Post all transactions in *Quickbooks*.
- Prepare monthly financial statements for the Budget and Finance Committee and Guild Board Meetings (balance sheet and income/expense statement) with periodic budget comparisons.
- Mail thank you/receipt/acknowledgement forms to donors for cash or in-kind gifts. Prior to the end of the fiscal year, send electronic copies to the Office Administrator.
- Notify appropriate Vice Presidents and/or Committee Chairs of any donations that the Treasurer/Assistant Treasurer/Office Administrator receives.
- Mail a copy of every Donation Form received from Committee Chairs (for gifts in any amount) to the Office Administrator so that this same information can be recorded on the computer for Guild Donor records.
- Prepare quarterly sales tax reports for the N. C. Department of Revenue. Prepare quarterly payroll reports for the N. C. Department of Revenue and IRS.
- Submit a semi-annual claim for refund of state and county sales tax.
- File originals, as available, or copies of official documentation (tax returns, contracts, permanent permits and licenses, etc.) in the permanent record file located in the storage unit.
- Obtain postal account/bulk mail information if this account is used.
- Monitor budget and alert Budget and Finance Committee to budget overruns and unbudgeted, unforeseen expenditures.
- Secure an accountant and have books reviewed and tax returns prepared as soon as possible after May 31, and no later than July 15th.

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- Inform the outgoing President when the review is complete and assist with the Annual Report, as needed.
 - Train the incoming Treasurer by June 30 and assist with the transition in any way possible.
 - Write and submit a final report to the President and President Elect, copying the Office Administrator.
5. QUALIFICATIONS AND SKILLS: The Treasurer must be comfortable with accounting practices and procedures as well as with the computer program *Quickbook*. Precision and attention to detail are important attributes.
 6. INITIAL IMPACT: Keeping the Guild's financial house in order through the timely depositing and disbursement of monies and accurate and timely accounting to the Board for the financial affairs of the Guild, as well as the accurate and timely filing of any and all tax documents.
 7. SUSTAINED OUTCOME: Leaving intact an orderly process for the accounting of all Guild monies, debts, and tax filings.
 8. TRAINING, SUPPORT, AND RESOURCES: Budget and Finance Chair; Guild President; past Treasurers; annual reports, budgets and files; Guild accountant; and online Virtual Resource Guide.
 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; and the Executive Committee meetings will occur when and where the President determines.