



JOB DESCRIPTION: TREASURER

Role: The Treasurer is the chief financial officer of the League. The Treasurer is an Officer and serves on the Board.

Responsibilities:

1. Collect and disburse LWVSFC funds, as directed by Board:
 - Deposit checks into operating fund accounts designated by board;
 - Pay bills and reimburse individuals for approved budgeted expenses;
 - Manage rent and utilities payments;
 - Transfer funds from Stripe to checking account;
 - Invest reserve funds, as directed by Board;
 - Make PMP payments to state and national Leagues.
2. Manage financial records for LWVSFC:
 - Record transactions in QuickBooks;
 - Prepare monthly financial reports for Board;
 - Close and reconcile books at end of fiscal year;
 - Make annual report at annual meeting of members;
 - Anticipate large expenses to avoid cash flow problems;
 - Arrange for review and audit of the LWVSFC books, as appropriate.
3. Provide financial reports:
 - Provide financial information to Budget Committee, as needed;
 - Make reports as required by state and national Leagues;
 - Submit annual corporate filing to State;
 - Submit annual report to Attorney General for Charitable Organizations;
 - Submit annual 990 postcard filing or other tax documents as indicated to IRS.
4. Provide financial information and advice:
 - Serve as ex-officio member of Budget Committee;
 - Advise the Development Committee regarding fundraising;
 - Prepare financial projections to help with planning;
 - Ensure that the Financial Policies are followed, and revised, as necessary;
 - Coordinate with the Ed Fund and Membership Chairs to reconcile their records.