

## Treasurer Job Description

### QUALIFICATIONS:

The treasurer should be a responsible person with a solid period of sobriety. He or she should be organized enough to keep good records, and some accounting or bookkeeping experience is useful. Otherwise, the person elected may need help in setting up a system, and possibly some clerical assistance. Persuasiveness, firmness, and diplomacy will help the treasurer do the job.

### DUTIES:

- Process cheques and cash contributions.
- Send out receipts by mail or email.
- Make bank deposits.
- Write and distribute expense cheques and other cheques requiring payment.
- Prepare monthly bank reconciliations and financial statements.
- Report monthly to the District Committee regarding the area's financial status.
- Address any financial questions or concerns of the membership.
- Work with the DCM and Secretary to prepare annual Budget.
- Communicate with the bank regarding any changes to the account, ordering of supplies, etc.