

TREASURER

Job Summary

The Treasurer is primarily responsible for keeping track of the TARC financial accounts, and providing feedback and periodic (monthly/annually) reports that accurately reflect the financial state of affairs for the club. Although not directly responsible for the club Budget, the Treasurer provides advice and assistance to the President in the annual preparation of the Budget.

From the TARC Bylaws:

“The Treasurer shall have charge of all funds of the Club, keeping an accurate account and adequate record thereof, and shall disburse said funds as authorized by the membership at a regular meeting. He shall receive membership applications and dues, and duly record all monies received and paid out by the Club. At the expiration of his term, he shall turn over all monies and records to his successor and submit them for audit.”

Primary Duties and Responsibilities

1. Tracking and reconciliation of financial transactions.
 - a. Time varies according to calendar. Busy times are at the end of the year (dues mainly) and the last few days of the month and first few days of the coming month. This is because bank and financial statements used in tracking and reporting financial transactions are posted in that time period.
 - b. Time to accomplish the above is approximately 12 hours per month
- 2, Attend club regularly schedule meetings, BOD meetings, and ad hoc meetings.
- 3, Reporting includes monthly and annual financial reports,
4. Responding to BOD or member special requests.
5. Procure insurance for the club, both liability and equipment. Coordinate with the club Quartermaster for a current inventory list. We only insure items with replacement values of \$600 or more.

Estimated time at task.

Daily	NA
Weekly	< 3 hours for receiving and disbursing club funds.
Monthly	2-3 hours for board of directors meetings
	2-3 hours to attend general membership meetings
	6-12 hours to prepare financial reports for the membership

Preferred qualifications if any

Should be computer literate and able to use email and word processing applications with good typing skills. Have the ability to use and interact with multiple online service accounts to conduct club business

Required Skill Level if any

None

Working Conditions

Indoor, office environment