

## **JOB DESCRIPTION - *TREASURER***

### **RESPONSIBILITIES**

- Be responsible for the fiduciary/financial health of the Club.
- Work with other Board officers to ensure the organization's financial well-being
- Serve as custodian for all funds of the organization.
- Conduct Club business between meetings and report such activity back to the Board.
- Receive and deposit Club membership and event funds.
- Distribute funds in accordance with Club policies and procedures.
- Work with Assistant Cashier/Desk Manager\* to coordinate collection of funds at Club events (dances, fundraisers, etc).
- Work with the Assistant Cashier/Desk Manager\* to reconcile income with attendance sales records at Club events (dances, fundraisers, etc).
- Work with the Assistant Treasurer/Convention Treasurer to coordinate collection of funds at the BbB convention.
- Work with the Assistant Treasurer/Convention Treasurer to reconcile income with attendance sales records at the BbB convention.
- Work with Club Accountant/Bookkeeper to prepare and file tax returns and other financial reports required by federal and state agencies.
- Work with Club Accountant/Bookkeeper to prepare and present quarterly financial reports (P&L and Actual vs. Budget).
- Work with Club President and Board to prepare annual budget and submit approved budget to Club Accountant/Bookkeeper.
- Be a signatory on the Club's bank account(s).

*\* Assistant Cashier/Desk Manager may or may not be the Treasurer.*

### **SPECIAL SKILLS**

Experience in financial accounting and financial report preparation is desirable.  
Attention to detail and the ability to meet deadlines.

### **BENEFITS**

- Play an active role in setting the direction of the Club.
- Increase awareness of the impact of the organization's decisions on the community.
- Accomplish group goals that exceed the abilities of an individual.
- Work with individuals of diverse backgrounds.
- Expand knowledge of group dynamics and relationships.
- Build relationships with other dancers.
- Develop financial, leadership and decision-making skills.
- Receive recognition in the local and national swing dance community.

**If you want more information about this position, please contact a former treasurer:**

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