

WAUPACA COUNTY HCE

Title: Treasurer Job Description

Purpose: Collect and disburse the funds of the organization, keeping accurate records of transactions.

Responsibilities:

1. Keep an accurate record of all receipts and expenditures.
 - a. Receive money from clubs and members for all county activities.
 - b. Make deposits within one month of receipt.
 - c. Pay authorized bills within one week of receipt.
 1. Authorization is done by approval of the annual budget.
 2. The President must approve items not in budget.
 - d. Use approved format for recording transactions.
(Vouchers must be approved by President before paying. Vouchers kept in records.)
 - e. Keep checkbook and passbooks in balance.
 - f. Seek best interest rate for CD's. Report interest on monthly reports.
 - g. Send receipts for monies received.
2. Report as required.
 - a. Present financial statement at annual Spring and Fall meetings and at Executive Board meetings.
 - b. Submit annual report to State Treasurer.
 - c. Report on membership at State meeting and pay State and District dues.
 - d. Submit Internal Revenue Service forms as needed.
3. Serve as voting member of the Executive Board.
4. Serve as Chair of Budget Committee.
 - a. Call meeting of officers to prepare yearly budget before the Fall meeting.
 - b. Books are to be reviewed by January 10.
5. Remind clubs to pay dues and submit Pennies for Friendship.
 - a. Dues should be paid by November 1.
 - b. Pennies for Friendship are collected at the spring meeting.
 - c. Request and keep on file a yearly financial statement from each club. (May 15 due date)
 - d. Keep a copy of each club's disbanding form on file.
6. Meet and mentor newly elected Treasurer for orientation.

Qualifications:

1. Knowledge of basic bookkeeping.
2. Honest, organized and dependable.
3. Must be bondable.

Term: Two year term (renewable)

Time Commitment:

1. Attend and participate in all Executive Board, annual Spring and Fall meetings, District meetings, WAHCE State Conference, and special meetings.
2. Personal time necessary to keep accurate records and reporting.