

## Treasurer Job Description

**Purpose:** To serve as the volunteer chief financial officer of the Magnolia Point Women's Club (MPWC). The position calls for financial management ability to assure financial stability, budget development and oversight custody of MPWC funds.

### **Responsibilities:**

- Serves as Chair of the Finance Committee.
- Serves as a member of the MPWC Executive Board.
- Oversees payment of all expenses.
- Maintains an accounting system and ensures that financial records are accurate and accessible as required.
- Reviews the monthly financial statement of income, expenditures and bank statements.
- Submits the following reports to Board and/or membership:
  - ✓ Monthly treasurer's report to members reflecting all income and expenses.
  - ✓ Quarterly report for the Finance Committee to review, comparing budgeted amounts versus actual income and expenses, and making recommendations from the committee if applicable.
  - ✓ Annual Finance Committee report and a Treasurer's report presented to the Board, providing recommendations from the committee if applicable.
- Annually reviews strategic plan to identify budgetary needs.
- In conjunction with the Finance Committee, assists all board members and committee team chairs in developing and maintaining individual budgets.
- In conjunction with the Finance Committee, develops the budget for the coming year and submits it to the Board for review and final approval no later than the July board meeting.
- Authorizes filing of Form 990 annually with the Internal Revenue Service.
- Submits annual reports to the state of Florida.
- Selects an assistant treasurer with appropriate skills to assist.

**Skills Required:** Prior experience with accounting and/bookkeeping; experience with word processing, email and appending attachments to emails, and printing (a PC and printer are required).

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