

Treasurer

The Treasurer is an elected position whose purpose is to supervise the chapter's fiscal affairs. This position has the following responsibilities:

- Checks the chapter's P O Box every two weeks and delivers items to intended recipients, usually at a monthly meeting
- Deposits checks from events and meetings in the bank if needed (hospitality manager usually does this)
- Records disbursements and reimbursements
- Reconciles bank statements monthly
- Prepares end-of-year IRS tax forms for chapter
- Prepares income/expense reports monthly for presentation at the monthly administrative meetings; prepares other reports at the discretion of the President
- Prepares categorical income/expense reports as needed (typically coordinating with the Competition Manager)
- Attends and participates at administrative meetings
- Participates in the WVC Administrative Council email discussions
- Works with managers (Hospitality, Competition, SIG) to streamline banking process
- Works with new/incoming treasurer in a transition period of three months after the term ends
- Tracks admin council credit/debit cards (typically with the Hospitality Manager who has the 2nd card)
- Works with STC national headquarters in order to coordinate/track dues rebates
- Maintains and keeps records of all financial-related User ID's, pin numbers, and passwords
- Informs relevant officers/admin council members of PayPal transactions relating to their position (competition, job list, meetings)

Requirements

- Familiarity with QuickBooks or similar accounting software
- Basic knowledge of accounting and bookkeeping principles
- Ability to prepare end-of-year IRS forms
- Ability to execute online transactions, such as Pay Pal, funds transfers, etc.

Time commitment

- The average time spent per month is 8 - 10 hours.

Term and Succession

- This term of this position is one year plus an additional three month transition period, designed to offer support as needed as new treasurers take office.