

## TREASURER

### **Summary:**

The Treasurer manages all financial activities for Austin Newcomers Club (“the Club”), including maintaining the checkbook and financial ledger, preparing financial reports, filing the Club’s tax return, paying bills, issuing expense reimbursements, guiding the budget process.

### **Position Requirements:**

- An understanding of accounting principles and financial ledgers. Experience with accounting or bookkeeping is preferred.
- Attention to detail
- Medium level computer skills, including knowledge of Microsoft Excel
- Adequate time for responsibilities of the position

### **Responsibilities:**

Collaborate with incoming president and outgoing president and treasurer to prepare a proposed annual budget. Present this budget to the incoming board at the beginning of the fiscal year.

Facilitate publication of the final budget on the Club’s website on or before the end of the third month of the fiscal year.

Maintain checkbooks and financial ledgers.

Serve as an authorized signatory for the Club’s bank accounts.

Reconcile financial ledger with bank balances monthly.

Prepare monthly balance sheet and profit and loss statements (the “Treasurer’s Report”). Email the prior month’s Treasurer’s Report to the President and Executive Board Members prior to the monthly board meeting.

Present Treasurer’s Report at the monthly board meetings. Board meetings are generally held on the first Wednesday morning of each month.

Maintain a file with copies of all Treasurer’s Reports and related documentation for the fiscal year.

Facilitate publication of the final Treasurer’s Report on the Club’s website at the end of the fiscal year.

Provide the board with a profit and loss statement reflecting actual income and expenses compared with budgeted income and expenses in January, for the six-month period ending December 31, and in July, for the fiscal year ending June 30.

Review documents forwarded from the Club's Registered Agent and forward to the appropriate member of the Board of Directors.

Deposit checks and cash received into the Club's bank account.

Provide reimbursements for authorized purchases. Collect and retain receipts for all reimbursements.

Prepare and file the Club's annual federal Form 990N, e-Postcard for Tax -Exempt Organization not Required to File Form 990.

Coordinate an annual financial audit, conducted by a committee appointed by the President

Pay all outstanding bills promptly, and by no later than the end of the Club's fiscal year.

Provide training to the incoming treasurer.

**Reminders:**

All Board members:

- Must submit all expenses for reimbursement by the Treasurer before the end of ANC's fiscal year.
- Are expected to attend board meetings, usually on the first Wednesday morning of the month.
- Are expected to provide training for their positions when the incoming board takes office.
- Should respond ASAP to all inquiries from other members, potential members and Board members.
- Should periodically post information on the Club website and weekly newsletter pertinent to the position.