



DIABLO NUMISMATIC SOCIETY
JOB DESCRIPTION FOR THE POSITION OF
TREASURER

The Treasurer is in charge of all financial aspects of the club, including both broad policy and oversight of the Club's financial dealings, and the conduct of the Club's day-to-day detailed financial operations

The Treasurer applies his/her knowledge of bookkeeping and accounting to monitor the Club's finances, while directing the preparation of monthly/quarterly financial reports, then summarizing the reports for the board

The Treasurer works with other board officers to develop financial plans and works with the President in preparing the organization's budget. The Treasurer reviews the annual audit and tax forms, and presents the financial material to the Board

The Treasurer will accept payments of dues and other fees from members directly or through the Secretary. The Treasurer is responsible for paying bills as authorized by the Board of Directors or Club President, tracks all deposits, expenses, and other financial dealings. The Treasurer is often in charge of administering the cash when the organization holds a special event for the public

The Treasurer handles or oversees tax filings, the filing of appropriate Federal/State financial forms, and ensures the organization's non-profit status is maintained

The Treasurer's reports to the Board consist of a beginning and ending balance for the period covering the time between two board meetings, and a more detailed list of both income and expenses.

It should be noted that while financial management is the primary focus of the Treasurer, the entire Board shares accountability. The Treasurer and the Board have a fiduciary responsibility to the Club and its members, and each may be held personally liable if there is fraud perpetrated by others, and if the IRS deems the Treasurer and/or the Board did not exercise reasonable care over the organization's finances.

SKILLS NEEDED

- Typing with accuracy
- Proficient in record keeping – both paper and electronic
- Proficient with MSWord, Excel, PowerPoint, accounting/bookkeeping programs
- Have an understanding of basic bookkeeping/accounting procedures

- Have an understanding of basic understanding of budget development and management

RESPONSIBILITIES

- Bank account Maintenance – Reviews bank statements, balance sheets for accuracy
Makes timely deposits, signs checks and pays bills. Maintains a general ledger
- Financial transaction oversight – Manages access to the organization’s funds, tracks outstanding bills or debts owed, and ensures cash flow is kept manageable. Issues tax deductible receipts or letters to donors
- Budgets – Assists the President in the development of the annual budget, and ensures actual revenues and expenses incurred are accurately portrayed in the Board budget reports
- Financial Policies – Assists in developing financial policies and ensures they are properly followed
- Reports – Keeps the board regularly informed of key financial events, trends, concerns, and assessments of the Club’s fiscal health. Completes required financial reporting forms in a timely fashion and making these forms available to the board
- Finance Committee – Serves as the Chair of the Finance Committee, if one exists
- Supervises outside Contractors – Monitors contractors hired by the board, such as a bookkeeper, tax preparer, investment professional or fundraiser