SDCWA JOB DESCRIPTION

POSITION	Treasurer
REPORTS TO	President
JOB DUTIES	Responsible for the safekeeping of the corporate funds and for maintaining accurate financial records. The treasurer shall collect monies make disbursements, render an annual financial report to the Board, present the projected annual budget of income and expenses to the Board for approval and file financial reports as required by law. The treasurer shall deposit all monies received with the organization's current bank. Monies shall be paid out by numbered checks signed by the treasurer and co-signed by either the president or vice-president.
TIMELINE – SDCWA calendar year – July thru June	
July	Closeout current year books Arrange for annual audit in September
On-going	Pay invoices as needed
Monthly	Prepare current treasurers report for general meetings. Maintain all approved reports (financial, minutes) w/ signed copies required for audit purposes as needed.
Other	Ensure that appropriate tax reports are filed annually as required with tax preparer. This includes requirements to maintain 501©3 non-profit status.
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