



Job Description: Treasurer

Purpose

To ensure accurate records of Leadership Team activities by maintaining financial recordkeeping. Works with staff, group leadership and volunteers to provide strategic direction for the program.

Responsibilities

- Attend Leadership Team meetings.
- Pull and review monthly reports from the county folder and distribute them at each Leadership Team meeting.
- Review revenue and expenses. Look for unusual fluctuations in balances or activity levels for the period. Reconcile U of M records with county Volunteer Program records and budget working balance. Look for unusual activity or balances by comparing actual data for different periods (UMN report) to source data (planned budget).

Performing a comparison can include: comparing beginning balances for the current period to ending balances from the prior period; comparing budgeted revenue and expenses with actual activity for the period; comparing current period activity with prior period activity; comparing current year activity and balances with the same-period last year. Questions? Contact mgweb@umn.edu.

- Report on the revenue and disbursement of funds to members monthly or quarterly as requested by the leadership team.
- Review and approve volunteer reimbursement requests.
 - Verify reimbursement information is readable and understandable.
 - Verify the requested amount is correct.
 - Clarify questions with the volunteer.
 - Complete the review within five business days if possible..
 - Use the [reimbursement cheat sheet](#) for accuracy.
 - Contact the [county coordinator or state team contact](#) with questions.
 - Review [monthly reports](#) linked from the state volunteer Google site [Financial Management page](#).

- Work with project chairs to develop an annual budget.
- Receive project expense and fundraising income reports from event chairs.
- Follow the State Program Financial Management Guidelines.
- Help to identify and mentor successors.

Qualifications

- Experience in working with corporate or non-profit boards and committees.
- Small business accounting experience ideal.
- Computer literacy, including familiarity with Google applications.

Training and Supervision

Basic training and supervision will be provided by the State Program Coordinator, Diane Greiwe (dhgreiwe@umn.edu) and Regional Administrative Staffperson (Kristi Martini Starzynski). Ongoing training will be provided as needed.

Benefits to the Treasurer

- Experience in communicating messages to large groups of volunteers and constituents.
- Development of communication and marketing skills.
- Knowledge of the services and resources of the county Master Gardener Program.
- Time spent in the Treasurer function counts toward the annual volunteer hour requirement.

Leadership Team Information

- Voting member of Leadership Team.
- Treasurer's term is January 1 through December 31; two-year term begins in odd years.

Resources

[Monthly reports by county](#)

For staff: How to pull UMN reports from the University system – [VIDEO](#)

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