

Job Description of the Treasurer

The treasurer keeps the financial records and is the custodian of all monies. The treasurer is also a member of the financial review committee and the budget committee.

The following tasks need to be completed:

His or her presence will be needed to supervise cash collections at weekly book sorts and bimonthly book sales

Depositing all monies and maintaining records of these deposits.

Annual expenses such as liability insurance and website software need to be monitored and paid on a timely basis.

Reimburse members for appropriate expenditures.

Recap on a monthly basis for the vice-president or other reviewer all financial transactions, reconciling records with banking documents (monthly reconciliation).

Preparation of monthly finance reports and their presentation at board meetings.

File annual reports with the IRS and the WA State Secretary of State.

Archive copies of all financial records and reports.

Work with the budget committee to prepare the annual budget and present it to the board for approval.