

Newcomers Welcome Club of Lake Oswego
Position Description (Revised May 2023)

Title: TREASURER

Elected Officer, Voting Board Member

Term: 2 years

Annual Budget: \$75

PREREQUISITES: Experience/basic knowledge of double entry bookkeeping. Knowledge of excel spreadsheet program.

DUTIES:

- At the beginning of term, get signature card completed for Club's two bank accounts. Obtain Debit card.
- Pick up mail at weekly at Club's Lake Oswego Post Office Box.
- Update Web master when new or renewing members pay their dues by check.
- Approve and pay Club bills according to approved budget.
- Pre-pay postage at the Lake Oswego Post Office to cover Newsletter and Directory mailings. *Not applicable now since we do not have a bulk mail account with the post office.*
- Pre-pay postage for returned mail at Lake Oswego Post Office to cover same. *Not applicable now since we do not have a bulk mail account with the post office.*
- Pay restaurants for monthly luncheon charges. Reconcile luncheon procedes (checks and credit card payments) with list of attendees. Follow up with any unpaid attendees or no shows.
- Deposit Club funds into appropriate accounts at HomeStreet Bank.
- Keep bookkeeping records of Club disbursements, deposits and other financial activity including credit card transactions as reported on Affinipay statements.
- Reconcile bank accounts on a monthly basis.
- Prepare a monthly financial report to present for approval at Board meetings.
I prepare a cash report to explain the month's activity – full sets of financial statements are prepared as needed.
- Work with Philanthropic chair to have change available at charitable fundraiser events.
- Chair Finance Committee to plan budget needs for the next year. Present proposed budget for approval at May or June Board meeting.
- After end of year meet with incoming treasurer (if applicable), President (incoming if applicable) and one other board member to review the previous year's financial records. Present results to Board in September for approval.
- Prepare, or arrange to have prepared, the annual Form 990, Return of Organization Exempt from Income Tax, (This return, covering the 7/1 through 6/30 period is due to the IRS 4 & 1/2 months after year end - November 15)
- Attend monthly Board meetings, Meet and Greet Coffees and Luncheons. Be prepared to give a financial update at meetings. If possible, send report digitally to President prior to meeting so that it can be included in the agenda that is sent out. If you are unable to attend a Board meeting, mail, fax, phone, or email your monthly report to the President prior to the monthly meeting.
 - Complete a "Position Report" at the end of your term. Make two copies of completed form and distribute one to the President-Elect and one to your successor to be put into the Treasurer position notebook for future reference.
 - Attend Joint Board Meeting (June), review your position's duties with your successor, and pass all club materials pertaining to your position onto her at this meeting.