

# **GFWC Rotonda West Woman's Club**

## **TREASURER**

### **JOB DESCRIPTION**

The Treasurer shall be custodian of all funds of the Club.

The Treasurer must be experienced with QuickBooks and Excel software for bookkeeping purposes.

All receipts shall be kept, and all monies deposited into the Club's account(s).

Upon approval by the Executive Board, checks shall be issued under the required signature(s).

Other responsibilities include presenting a monthly report to the membership.

The Treasurer's books must be submitted for audit after the closing of the fiscal year (January 1st through December 31st).

The Treasurer shall prepare a proposed annual budget and preside over the Budget and Finance Committee as chairman.

The Budget and Finance Committee shall be the President, First Vice President, Treasurer, Assistant Treasurer and two members appointed by the President.

The budget will be presented by the Treasurer at the January board meeting for approval and then at the January general meeting for adoption by the membership.