

Peo-Taz Chapter of A.B.A.T.E. of Illinois

Job Description

Treasurer

QUALIFICATIONS

As the person responsible for handling and recording the financial transactions of the Chapter, the Treasurer must be trustworthy and organized individual who could be bonded if deemed necessary. Previous experience in basic bookkeeping, ledgers, bank statements and/or account reconciliation would be helpful.

TIME REQUIRED

The Treasurer will need to devote approximately 20-25 hours per month to the job. Each month there is an Officers meeting and a Chapter meeting. Occasionally there are other meetings and additional time will be necessary during certain Chapter events.

BASIC DUTIES INCLUDE:

1. Reporting the Chapter's financial status at the Officers meeting and the Chapter meeting.
2. Casting one vote on issues before the Officers or Chapter meetings.
3. Opening and maintaining checking accounts in the name of Peo-Taz Chapter of A.B.A.T.E. of Illinois.
4. Accepting, depositing, and recording all accounts receivable in the Treasurer's ledger for Peo-Taz Chapter of A.B.A.T.E. of Illinois
5. Making deposits of monies received within a timely manner.
6. Keeping all receipts, writing checks, and recording all accounts payable in the Treasurer's ledger for Peo-Taz Chapter of A.B.A.T.E. of Illinois.
7. Recording the monthly financial status in the Treasurer's 990-ledger book for end of year 990 reports sent to A.B.A.T.E. of Illinois.
8. Filing Federal Tax form 990 with A.B.A.T.E. of Illinois by the February State meeting each year.
9. Making the books available for review by any member at each monthly meeting of Peo-Taz Chapter of A.B.A.T.E. of Illinois.
10. Making accounts receivable and accounts payable ledgers available quarterly for audit by the Trustees of Peo-Taz Chapter of A.B.A.T.E. of Illinois.
11. Having copies of the monthly Treasurer report available at Chapter meetings for review by any member.
12. Performing other duties as directed by the Executive Board.
13. Securing liquor liability and other liability insurance necessary and required Chapter security.
14. Destroy old financial reports.

Retyped July 2021