

Club Treasurer Position

The club is searching for a member to fill the position of Club Treasurer. The Treasurer will:

Properly record club financial data from all sources.

Create procedures necessary to ensure the complete and accurate reporting of the income.

Properly record club expenditures as reported by the Club Manager.

Reconcile on a month basis the club's checking account.

Prepare and submit monthly, quarterly and annual financial reports to the Board.

Present a review of the Club's financial results and condition at the Club's annual meeting

Prepare and submit in a timely manner all reports required by the Federal government or the State of Florida.

Analyze the Club's finances and make recommendations to the Board.

Attend Board meetings as a non-voting member.

Maintain and retain Club financial records in compliance with the Club's Record Retention Policy.

Train a person(s) to do this job during the Treasurer's absence.

This is a paid position. Applications must be received by September 15. If interested you can contact any Board member or send an email to mathudon@msn.com