

January 2016

SCRC Treasurers ~ Role & Responsibilities

**General Duties**

* Provide Treasurers Report to Executive Board in advance of meetings.
* Assist with the budgeting costs for upcoming events.
* Obtain final event budget and upload to QuickBooks.
* Use Wells Online Bill Payment for check writing and expense reimbursements.
* Deposit cash and checks post-event at Wells Fargo branches.
* Maintain Board Financial Records.
* Reconcile QuickBooks post-events and monthly.
* Maintain Square account for credit card processing at events.
* Reconcile Square post-events to QuickBooks.
* Create monthly and annual Financial Statements.
* Upload Authorize.net activity to QuickBooks.
* Create QuickBooks sales invoices at Board member request.
* Provide QuickBooks Sales Invoice collection information to Board members.
* Approve QuickBooks expense reports entered by Board members.
* Assist Membership Chair with registrations at events and meetings as needed.
* Prepare Annual Board D&O Insurance renewal documents.
* Prepare Annual Secretary of State Information Return.
* Prepare Annual Exempt Organization Federal and State tax returns.
* Insure compliance with statutory reporting & not-for-profit exempt organizational filings.
* Focus on options to reduce use of paper-based financial documents and transactions.