

Madison Monthly Meeting Job Description:

Treasurer and Assistant Treasurer

DRAFT 16-Mar-2019 (S. Fulton)

Position Summaries

Treasurer

The Treasurer of the Meeting is a nominated position responsible for the oversight and management of all the Meeting's finances, bookkeeping and financial reporting. The Treasurer serves as an *ex officio* member of the Finance Committee and works with the Committee to develop financial policies and procedures, make decisions regarding the management of the Meeting's financial assets, and prepare the annual budget for approval by Meeting for Business. The Treasurer has authority to open and close bank and investment accounts on behalf of the Meeting. The Treasurer is responsible for making all required filings and reports with the IRS and insurers. The Treasurer is responsible for setting up and properly managing the accounting system and making monthly reports to the Meeting.

Check signing authority is granted to the Meeting Treasurer and Clerk. The Assistant Treasurer does not have check signing authority (in order to maintain proper fiscal controls).

This position requires a working knowledge of general financial management and accounting practices, good computer skills (including Excel). It is recommended that the Treasurer have previously served as Assistant Treasurer for at least one term in order to have strong familiarity with the Meeting's bookkeeping system. The term of office is 3 years.

Assistant Treasurer

The Assistant Treasurer is a nominated position who does the routine monthly bookkeeping for the Meeting, under the supervision of the Treasurer. The duties of the Assistant Treasurer are performed each month. These include collecting, entering and depositing all contributions and other income, preparing and sending acknowledgement letters as required, collecting and entering all bills and other payments (including Meeting staff salaries), and preparing checks for signature and mailing. The Assistant Treasurer will also attend Finance Committee and Meeting for Business meetings relating to the preparation and approval with the budget.

This position requires some general familiarity with basic bookkeeping and good computer skills. The term of office is 1 year, with an option to renew. Although not required, it is hoped that the Assistant Treasurer might transition into the Treasurer position after one or more terms.

Summary of Treasurer & Assistant Treasurer Duties

Task	Assistant Treasurer	Treasurer
Weekly/Biweekly		
Collect contributions & bills from meetinghouse	█	
Deliver checks & receipts to meetinghouse	█	
Sign & mail checks		█
Respond to inquiries & special requests		█
Monthly		
Enter contributions, Brunch donations & other income	█	
Make bank deposit	█	
Print & mail acknowledgement letters for contributions ≥\$250	█	
Enter FDS staff hours & calculate salaries	█	
Enter bills & other payments	█	
Print checks & prepare for signature & mailing	█	
Prepare & send monthly Treasurer's report to Meeting for Business		█
Attend Finance Committee meeting & Meeting for Business		█
Reconcile bank accounts		█
Quarterly		
Calculate payroll taxes & prepare check (Jan, Apr, Jul, Oct)	█	
Prepare check for Northern Yearly Meeting donation	█	
File Form 941 (Jan, Apr, Jul, Oct)		█
Annually		
Prepare checks & cover letters for annual charitable donations (Feb)	█	
Prepare & send Forms W-2 and 1099 (Jan)		█
Prepare & revise annual budget for Finance Committee & MfB (Apr - Jun)		█
Review insurance & prepare annual employee audit for insurance company		█
Review investment portfolio & accounting system (Jun)		█
Setup fiscal year budget in Aplos (Jul)		█