

Bellingham Friends Meeting Treasurer Job Description

The Treasurer is the Meeting's bookkeeper, providing trustworthy, consistent and reviewable management of Meeting's finances, with appropriate reports.

Purpose:

- To Receive, record and deposit donations and disperse funds
- To Support the work of the Finance Committee
- To prepare reports of financial activity (for distribution monthly to Finance Committee and for distribution quarterly to Meeting)

Ongoing Responsibilities

Weekly

- Collect donations from the contribution box after Meeting or designate another member of Finance Committee
- Prepare and make deposits
- Respond to mail as required and record/ prepare/mail any checks.
- Maintain and backup QuickBooks records

Monthly

- Reconcile bank statements
- Prepare Statement of Financial Position report
- Prepare Statement of Financial Activities report
- Send reports to Finance Committee for review and approval at the next meeting.
- Attend Finance Committee meetings

Annually

- Assist Finance Committee in annual budget preparations. (provide summaries of committee expenditures, Excel budget comparison sheet)
- Provide annual donation letters to any contributors over \$250.00 per year by January 31 of the next year
- Prepare Secretary of State corporate report and other required and requested external reports
- Prepare any general ledger year-end adjustments to Financial report and submit for review to Finance Committee
- Respond to any financial requests from Meeting for Business or the Finance Committee
- Coordinate and assure that the signatures necessary from any change in "signers" are given to banks we use (WECU, Friends Fiduciary)
- Order checks, supplies
- Train and support Assistant Treasurer in all Treasurer responsibilities

Term: 2 years

Job description reviewed June 9, 2020