

AAUW LCV Education and Scholarship Program, Inc. Treasurer Job Description

Position: Treasurer (Elected)

Term: One Year (June 30th to July 1st following year)

Board Member

Term Limits: Elected annually without term limits

Job Summary of the Treasurer for the 501c3

The Treasurer of the AAUW LCV Education and Scholarship Program, Inc. is an elected position. The term of office is one year (June 30th to July 1st of following year). The treasurer manages the financial affairs of the organization, including such basic tasks as selecting a bank, reconciling bank statements, and managing cash flow. The Treasurer maintains systems for ensuring the organization's ongoing solvency and oversees the development of the organization's financial policies including check-signing authority, expense reimbursement, and credit card usage. The treasurer also has a basic understanding of the laws governing a 501(c)3.

Responsibilities

- Oversees the general financial management of LCV Education and Scholarship Program, Inc.
- Collects, deposits, keeps track of funds, and writes checks when needed.
 - Deposits checks in a timely manner
 - Outgoing checks must be supported by an approved invoice or receipt
- Prepares and presents monthly treasurer's report for the Board members and keeps the board apprised of key financial events, trends, and concerns, and her assessments of the organization's fiscal health.
- Completes financial reporting forms (including the IRS Form 990) in a timely manner and makes these forms available for the board's review.
- Monitors and compares revenues and expenses.
- Receives and reconciles the bank statements
- Keep a calendar of filing requirements. File Form 990 – all nonprofits must file an IRS Form 990 annually. Organizations with income less than \$50,000 need only file the online "e-Postcard," Form 990-N.
- Obtain permits and Licenses – Check on regulatory requirements before undertaking activities such as serving liquor at a special event, conducting a raffle, or starting a bingo night.
- Prepare an annual budget that supports the organization's goals and drives decision-making
- Pays annual insurance premiums.
- Performs other duties of a financial nature as requested by the Board or President.
- Send a prompt thank you letter to donors including what donors need for tax purposes. The IRS permits sending tax receipts by email.
- Develops and uses a standard template for all donations.

Skills

- Knowledge of MS Word and Excel and Google Docs
- Able to maintain meticulous organized documentation

Timeline: Tasks and Procedures for LCV 501c4 Treasurer

Month	Task	Task	Task	Task
September	Treasurer's Report – Prepare Monthly Report and Budget vs Actual		Process and Deposit membership dues	Maintain Check Payment and Deposit Register
October	Treasurer's Report – Prepare Monthly Report and Budget vs Actual		Process and Deposit membership dues	Maintain Check Payment and Deposit Register
November	Treasurer's Report – Prepare Monthly Report and Budget vs Actual	Make payment to AHT Insurance, which is due in December	Process and Deposit membership dues	Great Decisions – Order books, etc. using branch debit card. Work with GD Chair to determine numbers, etc. Remind Chair to have the group send a donation for the use of the library. Maintain Check Payment and Deposit Register
December	Treasurer's Report – Prepare Monthly Report and Budget vs Actual		Process and Deposit membership dues	Maintain Check Payment and Deposit Register
January	Treasurer's Report – Prepare Monthly Report and Budget vs Actual	Receive Great Decisions Books and give them to the Great Decisions Chair.	Process and Deposit membership dues	Maintain Check Payment and Deposit Register
February	Treasurer's Report – Prepare Monthly Report and Budget vs Actual		Process and Deposit membership dues	Maintain Check Payment and Deposit Register
March	Treasurer's Report – Prepare Monthly Report and Budget vs Actual	Work with Board President to Prepare yearly Budget for the Executive Board	Process and Deposit membership dues	Maintain Check Payment and Deposit Register
April	Treasurer's Report – Prepare Monthly Report and Budget vs Actual	Present yearly Budget to the Executive Board for final presentation for membership vote.	Process and Deposit membership dues	Maintain Check Payment and Deposit Register
May	Treasurer's Report – Prepare Monthly Report and Budget vs Actual	Present yearly Budget at Membership Annual Meeting for discussion and vote.	Work with Membership Chair to send out email for membership renewal for dues. Process and Deposit new and renewal membership checks.	Maintain Check Payment and Deposit Register Do 990-N or have AAUW do it (Taxes) (Can have AAUW do it on website)
June	Treasurer's Report – Prepare Monthly Report and Budget vs Actual		Process and Deposit new and renewal membership dues	Make check to Acton Public Library for our donation for use of the library along with a thank you letter. Maintain Check Payment and Deposit Register
July	Treasurer's Report – Prepare Monthly Report and Budget vs Actual		Process and Deposit new and renewal membership dues	Maintain Check Payment and Deposit Register
August	Treasurer's Report – Prepare Monthly Report and Budget vs Actual		Process and Deposit new and renewal membership dues	Maintain Check Payment and Deposit Register
Other	Input any new members and Shape the Future members in the AAUW system. Reimburse members for purchases they made-i.e. hospitality, membership; rental for OS Pavilion; etc. Make checks for Honorariums when requested for speakers. Acknowledge donations with a thank you note. (Transfer monies from PayPal into our account.)			