

JOB DESCRIPTION – TREASURER



PRIMARY RESPONSIBILITIES

Assumes responsibility as a member of Put in Bay Garden Club Board of Directors, including attending Board meetings and regular membership meetings and reviewing, addressing, and resolving Garden Club issues. Attendance at Garden Club meetings, programs, and events is expected.

Assumes responsibility as Treasurer of the organization, including receiving, depositing, and recording dues, forwarding membership data to the Membership Chair, receiving and reviewing receipts and providing reimbursement as appropriate, maintaining accurate records of accounts, generating statements, and submitting forms to IRS and Ohio Secretary of State.

SPECIFIC RESPONSIBILITIES

DUES

- Receives, deposits, and records dues
- Updates membership data and forwards to the Membership Chair

RECEIPTS / REIMBURSEMENTS

- Receives and reviews receipts for validity, provides reimbursement, as appropriate
- Files receipts electronically or manually

ACCOUNTS

- Maintains accurate records of accounts
- Generates balance sheets and profit and loss statements on a monthly basis during Garden Club active season

GOVERNMENT

- Files IRS Form 990N via website for fiscal year ending in October by March 15th
- Submits Statement of Continued Existence (due every five years) to the Ohio Attorney General
NOTE: The Ohio Attorney General sends a reminder, noting that form requires completion.

ADMINISTRATIVE DUTES

- Submits monthly (May through September) report, including Balance Sheet and Profit and Loss Statement to Garden Club Board
- Submits receipts, with prior authorization for purchases, to President for reimbursement