Treasurer
Lincoln Quilters Guild

The Treasurer has primary responsibility for handling and reporting the Guild's financial activities with the assistance of the Treasurer-Elect. With the guidance of the Executive Board, divides the financial duties with the Treasurer-Elect for their terms as Treasurer and Treasurer-Elect. Supervises and reviews the work of the Treasurer-Elect. Attends Executive Board meetings and serves as Chair of the Finance Committee.

NOTE: This role description is an overview of the duties for Treasurer. Further details, including a complete timeline, can be found in the "Handbook for Treasurer & Treasurer-Elect".

1. Holds primary responsibility for the guild's finances and accounting records in accordance with the policies and procedures established by the executive board, including supervision and review of any work assigned to the Treasurer-Elect.
2. Is a member of the executive board; attends all regular and special meetings of the executive board.
3. Serves as chairperson of the Finance Committee, whose primary function is preparation of the budget for the following fiscal year(s). (See separate job description for the Finance Committee).
4. Holds primary responsibility for compliance with all federal, state, and local tax laws and reporting requirements, including but not limited to the federal return (i.e. 990), sales tax,non-employee compensation reporting (1099-NEC and 1096), non-profit corporation biennial report, payroll tax (currently no employees), and personal property tax (currently no taxable property).
5. Coordinates with the Treasurer-Elect to ensure proper processing and recording of all receipts and disbursements of the guild, while maintaining segregation of duties whenever possible. In recent years, segregation has been achieved by having the Treasurer handle all receipts and having the Treasurer-Elect handle all disbursements.
6. Monitors receipts received through credit card reader. Supervises card reader equipment usage and records at Guild meetings and special events. 7.6. Reviews monthly checking account statements and reconciliations, monthly financial reports, and other reports prepared by the Treasurer-Elect prior to distribution.
8. Monitors the Guild's funds held in the checking account and/or CDs. Communicates with the Executive Board regarding the status of such funds.
9. Ensures documentation is prepared for annual internal audit and delivers audit materials to the internal audit committee chairperson. The timing of the internal audit is coordinated with the audit committee; Treasurer should have the materials ready for them by December 31 to ensure a timely audit and transition of duties to the new Treasurer and Treasurer-Elect. The Treasurer-Elect is responsible for maintaining the guild's financial records (paper documentation filed in the Financial Records notebook); the Treasurer remains responsible for supervising and reviewing the work of the Treasurer-Elect.
10. Is responsible for training the Treasurer-Elect regarding the current duties and future duties as Treasurer. During the initial training/transition period, the Treasurer may perform some of the Treasurer-Elect's duties. While circumstances will dictate the length of the training/transition period, it is anticipated the Treasurer-Elect will be

performing all their duties by the end of the first 3 months of their term. The Treasurer will be responsible for overseeing the work of the Treasurer-Elect to ensure timeliness and accuracy of financial information.

11. Serves as the guild's liaison with the bank and coordinates the guild's new officer information in regard to but not limited to, authorized check signers. and authorized credit card use.
12. Coordinates with the Board and various committees to manage financial transactions for a particular program or event. The Treasurer will need to advise them with regard to equipment, policies, etc. as well as collect the final deposit(s).

Recommended skills:

The jobs of Treasurer and Treasurer-Elect require attention to detail and can best be performed with these skills:

- Feel comfortable with bookkeeping topics such as:
  - Income and expense record keeping
  - Checking account and CD maintenance
  - End of month bank reconciliation
- Feel comfortable with online end-of-year filing such as:
  - Sales tax
  - 1099NEC and 1096
  - 990 EZ
  - Non-profit registration
- Feel comfortable with technology such as:
  - MS Office Suite (Word for correspondence, Excel for budget)
  - File management including online cloud storage
  - Bluetooth connection settings
  - Mobile phone apps
  - Online banking
  - Online record-keeping software
- Have access to MS Word and MS Excel for the purpose of completing Guild tasks

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