

Columbia Wings Oregon Chapter “P” Chapter Treasurer

Job Description

Title	Chapter Treasurer
Department(s)	Chapter Staff
Reports to	Chapter Director

Job summary

- The Chapter Treasurer will maintain all financial records for the chapter.
- Collect, deposit and expend all funds for the chapter as requested and authorized by the Chapter Director.
- Maintain chapter financial records in a complete and accurate manner.
- Balance chapter account each month and ensure all documentation for income and expense is in order.

Summary of essential job functions

- Update Chapter Director with a monthly financial report.
- Prepare quarterly income & expense statements for chapter meetings.
- Prepare a mid-year financial statement for membership updating.
- Provide all financial records and documentation to the Chapter Director to facilitate an annual audit of the chapter's account.

Minimum requirements

- Good record keeper.
- Good communicator.
- Willingness to volunteer your time to the chapter for this position.
- Maintain an open line of communication (e-mail/phone) with Chapter Director and staff.
- Basic knowledge of information technology tools such as word processing and spreadsheet software as well as internet e-mail tools.

Abilities required

- Ability to work as a team member.
- Lead by example.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by a chapter member who volunteers for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All chapter staff members may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional information

- The chapter Treasurer shall not be related to the Chapter Director or Assistant Director.