

# BPC TREASURER JOB DESCRIPTION

*As an elected officer, the Treasurer is a representative of the Brook Park Council and has the ability to affect the image and reputation of the BPC.*

## **CHARACTERISTIC:**

- Model good leadership qualities - maintaining honesty and high level of integrity;
- Devoting adequate time to the position;
- Working as a team member with the officers of the BPC;
- Exercising good ethical judgment;
- Setting aside personal views and act in the best interest of the BPC;
- Working knowledge of Excel, Quicken/Quickbooks or other financial software;
- Previous bookkeeping/accounting experience preferred.

## **TIME COMMITMENT:**

- Attend and actively participate in Board Meetings once per month
- Executive Board Meetings (approx.) once per month or as needed
- Most of the work can be done on your own schedule
- Rotate with Board members to represent the Board at scheduled school and BPC events

## **TYPICAL MONTHLY TASKS:**

- Manages all the funds for the BPC
- Assure that all BPC funds are promptly deposited into the approved bank accounts
- Keep accurate and detailed account of all funds received and expenditures
- Pay all authorized financial obligations of the BPC in a timely manner; including any membership fees and insurance, etc.
- Preserve all receipts, invoices, bank statements, canceled checks and all financial records specific to the BPC for a minimum of seven (7) years – to be housed in the Brook Park School office
- Submit written monthly reports/statements including bank balances for each Board meeting
- Submit written reports by email to Executive Board when there isn't a scheduled meeting for that particular month
- Work with Committee Chairs/Volunteers to share all relevant accounting procedures
- Maintain a procedure book for the Treasurer position
- Renew and maintain financial software
- Update and enforce use of all financial procedures and documentation

## **TYPICAL ANNUAL TASKS:**

- Update signature card/banking information with new Treasurer and President details by June 1<sup>st</sup>
- Work with Vice President to solicit the budget and plan of work from the chairperson of all committees placed reporting to their office
- Lead the annual budget development process (July & August)
- Present the budget for approval at the September BPC meeting
- Once approved, distribute necessary budget details to all committee chairs
- File form 990/990EZ, the annual IRS return required for 501(c)3 groups
- Renew our incorporation with the state
- Submit an Annual Report at the end of each fiscal year
- Facilitate our annual audit (when required)

**POLICY/PROCEDURE:**

- Read and understand all references to finances and membership service fees that can be found in the by-laws
- No officer may write a check for reimbursement to himself/herself or to a family member
- Cash and checks received should be turned over to the Treasurer within five business days of the conclusion of each event or fundraiser with a report of revenue distribution
- Requests for reimbursements must be submitted to the Treasurer with a completed reimbursement form and accompanied by the original receipts

**TRANSITION and RESOURCES:**

- Incoming Treasurer takes office immediately following the May meeting
- Outgoing Treasurer will pass on the materials (as outlined below) to the incoming treasurer by July 31<sup>st</sup>
- The past and current Treasurer will work together (May meeting to September meeting) to complete year-end reports, file tax forms and required reports, close books for the past school year, and prepare the new budget with Executive Board
- The past and current Treasurer will attend the first BPC meeting of the new school year
- BPC Board Policy and Procedure binder – including By-laws and job descriptions
- Articles about Treasurer topics
- Provide the checkbook, all bank statements, canceled and voided checks, deposit slips, treasurer’s record book, and receipt book, invoices, and receipt files for all reimbursements
- Electronically provide accounting records in the current software format and pdf versions of all reports and documents saved to a flash drive.
- Maintain documentation (paper and computer files) related to their function and deliver this documentation and any official materials to their successor within ten day after the meeting at which the successor was elected

*I have reviewed the above job description with the incoming Treasurer.*

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Outgoing Treasurer Signature

\_\_\_\_\_

Date

*I have received and understand the above job description for Treasurer and will execute to the best of my ability.*

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Incoming Treasurer Signature

\_\_\_\_\_

Date