

Treasurer – Job Description

Position Summary

The Treasurer is responsible for the financial stewardship of WMCTC, ensuring accurate accounting, transparent reporting, and compliance with all financial regulations. This role manages budgeting, financial controls, and all monetary transactions.

Key Responsibilities

Financial Management & Recordkeeping

- Maintain accurate financial records, including income, expenses, and reconciliations.
- Oversee all club accounts and ensure proper documentation for every transaction.
- Track member payments, event revenues, donations, and reimbursements.

Budgeting & Planning

- Prepare the annual budget with the President and Board.
- Monitor spending and report variances.
- Provide financial guidance for club projects and purchases.

Reporting & Transparency

- Deliver monthly financial reports at board meetings.
- Prepare annual IRS return 990EZ, requiring input from SCTP director of grants, donations, expenditures.
- Prepare and submit grant applications for road work, trap machines, etc
- Present year-end summaries and assist with audits or reviews.
- Ensure financial information is clear and accessible to board members.

Compliance & Controls

- Ensure compliance with federal, state, and local financial regulations.
- Maintain secure financial controls, including dual-signature requirements when needed.
- Oversee proper handling of cash at events and ensure timely deposits.
- All officers and volunteers are responsible for monitoring club safety rules and ensuring they are always followed.

Payments & Transactions

- Manage outgoing payments, invoices, reimbursements, and vendor fees.
- Maintain receipts and documentation for all expenditures.
- Coordinate approval workflows with the President or Secretary.

Membership & Event Support

- Track dues, fees, and event registrations.
- Support event budgeting and cashbox preparation.
- Assist committees with financial needs and reporting.