

SLCAH Treasurers

Job Description

09/14/21

- Keep the financial records of all non-investment accounts
- Handle all monies
- Give a receipt for all monies taken in
- Pay all bills
- Sign checks
- Reconciles all bank accounts
- The Assistant Treasurer shall assume the duties of the Treasurer in their absence
- Shall work together with the Officers and Advisory Board to present and develop all budgets/reports as requested.

- Treasurer and Assistant Treasurer shall work together to facilitate a unified effort in the treasurer duties
- Will use the Post Office Box as the official address of the organization