Treasurer

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| **JOB TITLE:** | PARTA Treasurer |

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| **GENERAL JOB DESCRIPTION** |
| Per PARTA Bylaws a member of the Executive Board (officers) and therefore also the Executive Board (which is generally referred to as the Board and includes committee chairs)  Maintain financial records, make deposits, pay bills  Serve on Finance Committee (in practice this means attending Investment Committee meetings). |
| **MAJOR DUTIES AND RESPONSIBILITES** |
| Communicate information among board members as appropriate  Submit Treasurer Reports to board members and for publication in Soundings when asked  Prepare “Proposed Budget” and report on past year spending  Be prepared for the yearly informal audit when requested by the Financial Committee  Custodian of the box of PARTA financial records containing a yearly folder |
| **MINOR DUTIES AND RESPONSIBILITIES** |
| Liaison with Membership Chair and Reservations Chair at luncheons to receive dues money and write check for free meals to Cater Inn.  Periodically check the two cash boxes  Distribute Treasurer Reports at luncheons (generally two per table)  Submit information as needed/requested by Finance Committee designee re any tax filing |
| **QUALIFICATIONS FOR THE JOB** |
| Must be a PARTA and IRTA member  Serve on PARTA Board Have appropriate organizational and computational skills. |
| **KEY COMPETENCIES** |
| Attention to detail and organizational skills |