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 appropriateSubmit Treasurer Reports to board members and for publication in Soundings when askedPrepare “Proposed Budget” and report on past year spending Be prepared for the yearly informal audit when requested by the Financial CommitteeCustodian 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 boxesDistribute 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 memberServe on PARTA BoardHave appropriate organizational and computational skills. |
| **KEY COMPETENCIES** |
| Attention to detail and organizational skills |