



The Hamilton Amateur Radio Club

Job Title: Treasurer
Department: Executive
Revision Date: 11/2014 rev 01

Position Overview

In general the treasurer has two duties to fulfill. First, he or she is responsible for maintaining a constant and accurate record of all club financial transactions. Second, he or she is responsible for leading projects which will help improve the financial position of the club.

The treasurer should be an effective leader and should take an active role within the club. As a member of the board of directors, he or she should participate in the decision making process. The treasurer should always be in close contact with the secretary and club president.

Essential Job Functions

Budgets are a tool to assist in managing club funds. They help our club to project needs and expenditures. An operating budget should be prepared for presentation to the board of directors for approval and then to the club.

- Obtain the financial records of the past treasurer and make certain all records are in order. Organize all accounting and budgeting procedures for the coming year.
- Never retain cash. Be certain the club bank account is in proper order. Deposit all funds immediately. Always obtain a receipt for any expenditure of funds. Always give a receipt upon receiving payments to the club treasury.
- Transact all club business by cheque. Keep a general journal to show the chronological flow of funds. Keep the club president and all others concerned in-formed of the club's financial position. Collect club dues and other money from club projects, gifts, etc.
- Keep all records up-to-date and accurate. The club treasurer can elaborate general rules in any way he or she feels necessary.
- Prepare the budget, a club must have a plan for how many members will be enrolled, what projects it will undertake, what expenses will be encountered, etc. A permanent file should be maintained to include member dues payments, authorization for payments from the club account, copies of bills, and any other documentation which effects the club's financial position.
- Prepare a budget by projecting anticipated dues income and project revenues; disbursements of dues payments to the district and international and project disbursements. Remember, the total income must equal the total disbursements. The budget should be prepared with assistance and advice from your club president.
- Assign account numbers to each line item, using 100s for administrative income, 200s for project income, 300s for administrative disbursements and 400s for project disbursements, etc.

- When receiving funds from any source, always issue a receipt and enter the appropriate revenue account number on the receipt.
- When authorizing payments or writing a check, always enter the account number on the request and check stub.
- At the end of each month, list all receipt amounts for each account on a separate ledger sheet for that account; do likewise for all disbursements.
- Add monthly totals for each account and enter results on lines in "Current Month" column on Budget and Financial Report form.
- Add new monthly totals to totals from previous months and enter results in "Year to Date" column.
 - a. *In lieu of a manual process as described above, utilization of a computerized accounting program will be the preferred methodology that would provide G.L., transaction tracking, audit tools, forecasting and presentation tools*

Requirements

- Basic knowledge of budget preparation and accounting
- Previous fund raising experience with Scouts, church group or other non-profit organization
- Computer skills utilizing Excel or accounting program ie: Quickbooks, Wave
- Knowledge of Not for Profit governance.
- Proposal writing and grant submission.
- Proficient in the use of M.S. Office, Word, Excel. Powerpoint
- Knowledgeable of Robert's Rules of Order
- Well organized and have good verbal and written communication skills

Other Skills/Abilities

- Time management
- Public speaking and motivational engagement with people
- Previous people management and team building skills
- Have fulfilled similar role within a not for profit club environment