

## **TREASURER JOB DESCRIPTION (SAMPLE ONLY)**

The Treasurer is the chief financial management officer for the \_\_\_\_\_ club/group.

### *Responsible To*

The Treasurer is directly responsible to the President of \_\_\_\_\_ and members of \_\_\_\_\_.

### *Responsibilities and Duties*

The Treasurer should:

- Prepare a budget and monitor it carefully.
- Keep the club's books up-to-date ensuring that the balance is correct.
- Keep a proper record of all payments and monies received.
- Make sure financial reports such as the Statements of Financial Position and Performance are available and understood at all committee meetings.
- Show evidence that money received is banked and documentation provided for all money paid out.
- Keep a proper record of all payments and monies received.
- Receive and pay all accounts, once approved.
- Receive fees and subscriptions.
- Prepare any wages/salary and handle PAYE payments and returns.
- Invoice and send out accounts to debtors.
- Reconcile bank statements.
- Organise GST returns, payments etc.
- Show evidence that money received is banked and documentation provided for all money paid out.
- Prepare year-end accounts in time for the AGM. Forward copies to Companies Office.
- Ensure that information for an audit is prepared each year.
- Give Treasurer's report at regular meetings and when required.
- Review all club services annually to ensure that the club is providing the best possible options for its members under its current funding.
- Review all club investments at least annually to ensure that the club is receiving the best possible options for its members.
- Ensure that the club has the most appropriate insurance cover for all assets.
- Understands the requirements of payments to be made to the NZ Clay Target Association.

### *Goals*

- Keep the club accounts in a positive position by providing sound financial advice to the committee.
- Maintain up-to-date, standardised accounts that are successfully audited.

- Provide accurate information on actual financial status compared to the budget.

#### *Knowledge and Skills Required*

Ideally the Treasurer is someone who is:

- Well organised and is able to understand the financial responsibilities in today's market.
- Able to allocate regular time periods to maintain the books in a timely fashion.
- Able to keep good records that are able to be understood by the relevant interested parties.
- Able to work in a logical orderly manner.
- Aware of information, which needs to be kept for the annual audit.

#### *Estimated Time Commitment Required*

The estimated time commitment required as the Treasurer of \_\_\_\_\_ is \_\_\_\_\_ hours per week.

*The time commitment required as the Treasurer of a club/group varies greatly from club/group to club/group. Smaller clubs may require a Treasurer to spend only a half hour week or larger clubs two per week on club/group related duties.*