

Treasurer – Friends of Pal – Job Description

Needed: Knowledge of accounting practices and record keeping; ability to provide financial oversight and management.

Responsible for the financial affairs of Friends of PAL

Manage finances

Collect and disburse funds

Maintain financial records

Prepare financial reports

Present financial reports to Board and members

Produce financial reports for filing of mandatory State & Federal filing

As a Corporate officer attend and participate in Board and General meetings

Details:

Collect and disburse funds –

Collect mail at library & monthly empty donations box

Deposit funds to bank account on receipt

Thank you note to donors, formal letter at year end

Pay bills monthly or at request of librarian or Board

File receipts for all disbursements

Maintain financial records

Monthly –

Reconcile bank account

Using Excel spreadsheet or QuickBooks Online record all activity

Analyze cash flow

Annually –

Reconcile all accounts

Prepare data for State and Fed

Prepare financial reports, using Excel or QuickBooks, create Sources & Uses of Funds and Cash Flow reports. Present to Board and General meetings, solicit questions and comments.

Work with Fundraising Committee – projecting cash needs and sources.