



BCTTNS TREASURER JOB DESCRIPTION

Treasurer

The Treasurer has basic knowledge of bookkeeping principles that may have been learned through employment or personal experience. He or she will be responsible for keeping accurate financial records to track BCTTNS income and expenses. The Treasurer meets at least every 3 months with a volunteer accountant to review bank statements and general procedures to maintain accounting best practices. In addition to two other designated Board members, the Treasurer has signing authority for BCTTNS. Time commitment outside of Board meetings is approximately 3 hours per month.

Main Duties

- Receive BCTTNS income, makes bank deposits, and writes receipts as required.
- Receive invoices from vendors, prepares cheques and arranges for second signature before sending out payment.
- Keep simplified filing system up to date.
- Provide monthly updates at Board meetings; prepares quarterly report for Board reports with the help of volunteer accountant.
- Use Simply Accounting (Sage) software to record transactions with the help of volunteer accountant. Cost of software is the Board's responsibility.
- Prepare a draft annual budget that the Board revises and approves together.
- Monitor Paypal on-line account.
- Write short reports as required by all Board members.