

ASSISTANT TREASURER

JOB DESCRIPTION

1. Receive all funds from chairpersons of fundraising events;
2. Record receipt of monies from chairpersons of events;
3. Deposit all monies received from chairpersons of fundraising events in the approved banking account;
4. Submit records of all deposits (spreadsheet detail, bank receipt confirmation and deposit ticket copy) to Treasurer within seven (7) days of deposit;
5. Assume duties of the Treasurer in his/her absence or in the event that the Treasurer is unable to fulfill the assigned duties;
6. Have knowledge of or be willing to learn Quick Books and spreadsheet software;
7. This office is for a term of one (1) year. The officer may, if asked, remain in this office for a second (2nd) or third (3rd) term.

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