

LEAF Treasurer: Position Description

The LEAF Treasurer oversees the development of the LEAF annual budget (Sept 1 – August 31 fiscal year) and records all financial transactions on behalf of LEAF. The treasurer makes a monthly financial report to the Board of Directors that includes all assets/ liabilities as well as a comparison to the previous year. The treasurer maintains all appropriate financial records for the organization.

Meetings

1. Executive Committee: 1st Tuesday at 7:15 a.m. at Barclay Carrier's Office.
2. Board of Directors meeting: 3rd Monday at 4:45 p.m. (at KDV?)

Time Commitment

1. The position requires approximately 5-8 hours of work per month.
2. Involvement in other LEAF committees and/or events as your time and interest allow

Activities

1. Receives deposit and bill statements from the executive director (depending on the time of year, these can be weekly or twice a month).
2. Checks and records LEAF assets with Bremer, Liberty Savings, and the CMCF (Activities Fund and Academic Fund) on the 1st of each month to be included in monthly treasurers' report to the Board of Directors.
3. Processes payment of all bills including
 - Automatic payments
 - Monthly rental to Northern Management
 - Apollo Raffle Winners (30 per month)
 - Executive Director salary
 - Invoiced Bills
 - Respond to bills forwarded by executive director in a timely manner
 - Monitor operating fund balance (Bremer/Liberty) and inform executive director when funds need to be added to Bremer/Liberty accounts.
 - Deposits are made by executive director and reported to treasurer on LEAF Deposit Form