

## 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. Working knowledge of QuickBooks required.

## Meetings

1. Executive Committee: 1<sup>st</sup> Tuesday at 7:15 a.m. at Barclay Carrier's Office.
2. Board of Directors meeting: 3<sup>rd</sup> 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 1<sup>st</sup> 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