

Seattle Canyoning Committee
Volunteer Job Description
Treasurer

Purpose

The Treasurer maintains the committee budget, including building the budget for the future year, tracking revenues and expenses, and reviewing occasional accounting reports for accuracy. The Treasurer also can approve expenses for reimbursement.

Requirements

Must have reliable access to google sheets, and ability to download .pdf documents. A very basic understanding of worksheet formulas is important.

Term

October - September.

The Treasurer is elected by Committee vote. The Treasurer is asked to commit to two years, and may be elected for a second consecutive term.

The Treasurer is asked to notify the committee of their intent to stay in the position or vacate the position each August for the following year.

Commitment

- October - December (2-5 hours total)
 - Ongoing: approve expenses for reimbursement
 - Ongoing: review financials as distributed by Seattle Branch Chair/Treasurer, and work with Branch Treasurer to reconcile discrepancies
- January - March (2-5 hours total)
 - Ongoing: approve expenses for reimbursement
 - Ongoing: review financials as distributed by Seattle Branch Chair/Treasurer, and work with Branch Treasurer to reconcile discrepancies
- April - June (5-15 hours total)
 - Draft budget for following year & submit to branch
 - Ongoing: approve expenses for reimbursement
 - Ongoing: review financials as distributed by Seattle Branch Chair/Treasurer, and work with Branch Treasurer to reconcile discrepancies
- July - September (5-10 hours total)
 - Ensure all reimbursement requests have been received and approved by September 30
 - Ongoing: approve expenses for reimbursement
 - Ongoing: review financials as distributed by Seattle Branch Chair/Treasurer, and work with Branch Treasurer to reconcile discrepancies

Duties

- Work with the committee to draft an annual budget - typically done in May for the fiscal year starting in October

- Approve expenses for reimbursement

Responsibilities

- Track expenses and revenues against budget
 - Work with the committee to revise the budget as needed
- Review occasional accounting reports for accuracy, and work with the Seattle Branch Treasurer to resolve discrepancies