

WASA-General Duties

Job Title: Treasurer	Date: February 29, 2008
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Position Overview

The treasurer shall be responsible for the financial affairs of the league. The treasurer will keep all books, write checks, and recommend financial procedures to improve the handling of funds.

Constitutional Job Functions

- Shall meet all statutory financial requirements as to filing state and federal tax returns.
- Sign checks abiding by the limitations of the budget or budget amendments passed by the board.
- Present a financial report to the members at the AGM.

Other Job Functions

- Pick up mail every other day.
- Pay Expenses; categorize them in QuickBooks for reporting.
- Make Deposits; categorize them in QuickBooks for reporting.
- Update registration payment information in online system as monies are received.
- Prepare and present P&L, Balance Sheet and other relevant financial reports monthly.
- Prepare an annual Budget, provide ongoing guidance to the BOD to comply with the budget.
- Balance financial assets appropriately to meet cash flow needs and earn interest.
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