

Northeast Wisconsin Payroll Chapter

Job Title: Treasurer	Term Commitment: Two Years
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Position Overview

The Treasurer Position is an Officer position with a two year term. This position is responsible for all financial aspects of the Chapter.

Essential Job Functions

- Provide a copy of the bank statement to the President each month
- Acts as main bank contact including having check signing ability and debit card
- Maintain all financial records using QuickBooks online accounting package
 - Maintain, balance and issue all payments on behalf of the Chapter in a timely fashion
 - Create monthly financial statements and bank reconciliations timely and have President sign off on them
- Responsible for filing all federal Form 990N reporting requirements
- Maintain and pick up mail at a post office box approximately once a week
- Make timely banking deposits
- Ensure that we have seven years of financial records to comply with record retention rules
- Assist with securing monthly meeting speakers, topics and locations
- Be active in Chapter member mentoring
- Report to the Board members the financial status of the Chapter at each Board meeting
- Coordinate at least one meeting a year as the monthly chapter host

Requirements

- Attend monthly Chapter meetings
- Attend scheduled Board meetings
- Be a member of the Local Chapter in good standing
- Be a member of National PAYO in good standing

Other Skills/Abilities

- FPC or CPP preferred
- Must be proficient at accounting software

NOTE: This job description is not intended to be all-inclusive. Officer may perform other related duties to meet the ongoing needs of the organization.