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## TREASURER JOB DESCRIPTION

### ITEMS RESPONSIBLE FOR:

1. Checkbook
2. Deposit Book, Bank Endorsement Stamp
3. Receipt Book
4. Briefcase
5. Old Records, Cancelled Checks, Bank Statements, & Miscellaneous Supplies
6. Key to the Post Office Box

### DUTIES AND RESPONSIBILITIES:

1. Balance Checkbook with bank statement each month.
2. Issue receipts for all funds received.
3. Keep record of all checks issued and all money received.
4. Keep separate record of every trip or event.
5. Balance each trip or event record with the report received from the chairperson.
6. Reports should be received from the chairperson by the board meeting following the trip or event.
7. Checks should only be issued after a check request has been properly completed.
8. Deposit funds into the bank as soon as possible. List each check and who it is from separately on the deposit ticket.
9. Notify appropriate person(s) if deposit is incorrect.
10. File the following with the State of Michigan by October of each year:
  - a. Annual Report for Non Profit Corporations. Form to be sent to the Resident Agent (currently attorney). Accountant listed below can help complete this form when Form 990 is be completed.
  - b. Certificate of Change of Registered Office and/or Resident Agent (if necessary).
11. File Form 990 (Return of Organization Exempt From Income Tax) with the Internal Revenue Service. The due date is the 15th day of the 5th month after the fiscal year end, (Sept 15th) consult outside accountant to assist in preparing the return, (current accountant is The Tax Authority Phone # 643-0833)
12. File with Bank any change of Board Officers that are signers on the Checking Account (President, Vice President, Secretary, & Treasurer).
13. Renew Bulk Permit Fee by December 31st of each year. Renewal notice will be sent to the clubs P.O. Box 1801 Warren.
14. Renew the Post Office Box fee by May 31st of each year. Renewal notice will be sent to the clubs