

Job Description

Women Helping Others (WHO)

Job Title:	Treasurer		
Women Helping Others (WHO)		General Summary Provides financial oversight for WHO	
Job Description			
<p>Role and Responsibilities</p> <ul style="list-style-type: none"> Receive and record donations and dues from each member at general monthly meetings. Keep record of member attendance from each general meeting. Keep a complete ledger of every transaction made by WHO. Record and deposit all donations, dues and club revenue into the Sun City Community Association (CA) WHO Account. Request, through the CA, all checks submitted for donations to non-profit organizations. Keep a general ledger of any revenue from WHO fund raisers. Monitor and record any expenditures from petty cash. Report financial status at each general meeting. Report all new members to WHO Secretary and President. Attend WHO monthly board meetings. <p>Qualifications</p> <p>General background in handling money and expenses in a working environment</p> <p>Presentation skills and confidence talking in front of a group</p> <p>Knowledge of and commitment to club's vision and mission</p> <p>Basic computer skills to include proficiency in Excel and email</p> <p>Ability to prepare an organized plan for recording all WHO transactions and expenses</p> <p>Preferred Skills</p> <p>Skills to manage money and report financial transactions to the members and Board.</p> <p>Work with the CA financial office managing the WHO chartered club funds and donations</p> <p>Calm demeanor when receiving dues and donations from members at a general meeting</p>			
Approved By:	Judy Aishman, President	Date:	April 13, 2020
Last Updated By:	Judy Aishman, President	Date - Time:	April 13, 2020