

Job Description

Women Helping Others (WHO)

Job Title:	Treasurer		
Women Helping Others (WHO)		General Summary	
		Provides financial oversight for WHO	
Job Description			
Role and Responsibilities			
<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. 			
Qualifications			
<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>			
Preferred Skills			
<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