

## **Newcomers Club Job Descriptions**

### **Treasurer**

- Meet with prior year treasurer to update bank account information and transfer records of club funds
- Collect fees prior to and at monthly meetings
- Research fiscal matters as necessary and present for board approval
- Maintain a bank of small bills for change
- Maintain and reconcile a record of all receipts and disbursements and report to board monthly
- Work with board to determine fees charged for various events
- Deposit checks/cash funds into club bank account. Balance checking account and petty cash
- Maintain records of all dues
- Maintain records of event payments received from each member

### **Accounts Payable**

- Write checks as needed for program costs
- Pay bills (for refreshments, stamps, photocopies, etc.) submitted by board members
- Collect unpaid event fees, nonmember walk-in and membership fees
- Download transaction report from Square or other 3<sup>rd</sup> party payment provider
- Prepare monthly operating statement for all income and expenses
- Prepare monthly event detail report
- Distribute reports to board members