

## Waterman Alumnae Group Job Description

### TREASURER & ASSISTANT TREASURER

The Treasurer's duties are detailed in the Waterman Alumnae Group Bylaws and link closely with the roles of the executive officers and Board of Directors. Refer to Bylaws Article VII.

Key duties include but are not limited to:

- Securing, keeping and/or maintaining Margaret L. Waterman Alumnae Group checking and savings accounts in a financial institution approved by the Board of Directors.
- Receiving, depositing, recording all monies due Waterman
- Ensuring timely payments of valid bills/claims against Waterman
- Retaining evidence of payments for seven (7) years or as required by law
- Reporting current receipts, expenditures and balances at regular meetings, and making an interpretive analysis of the financial position at the Annual Meeting
- Preparing/submitting all reports and returns required by state and federal law

Serves as Chair of Finance Committee and is an authorized signer for financial transactions

Serves on organizational committees (e.g., Endowment, Town Hall)

Reviews and sets specified fees for Sustaining Contributors per Article VII, Duties of the Board, Section 2 E

Assembles and submits all books and financial records of Waterman for audit or review within two (2) months after the close of the fiscal year.

Maintains knowledge of financial and spreadsheet programs (e.g., Microsoft Excel, Apple Numbers).

The **ASSISTANT TREASURER** provides support for the Treasurer with the following activities:

- Serves on the Endowment Committee and Town Hall Committee
- Is the Assistant Chair of the Finance Committee
- Is an authorized signer for financial transactions
- Assists the Treasurer with projects identified by Waterman leadership