

## **Job Description: Treasurer**

The duties of the Treasurer include, but are not limited to, the following:

- Attend quarterly board meetings;
- Pick up JGSC mail and checks at Menorah Park (official address);
- Maintain the financial records of JGSC including:
  - Prepare and present financial reports to the Board of Trustees at quarterly meetings;
  - Maintain JGSC financial accounts and have signatory authority on all checks drawn on JGSC accounts;
  - Use personal credit card to pay JGSC expenses for reimbursement;
  - Maintain a binder/binders for the financial accounts with copies of checks issued and backup material for receipts and expenses;
  - Prepare and complete all legally required filings including the Ohio Attorney General, Ohio Secretary of State, tax, and IRC Section 501(c)(3) financial accounts and reports; and
  - Maintain a binder for all Ohio and Federal filings, copies of Ohio tax-exempt certificates for vendors, IRC sec. 501(c)(3) status, articles of incorporation, by-laws, IAJGS payments; and
- Perform such duties as assigned by the President or the Board of Trustees.

Reports to: president and board and works with other officers and webmaster

Estimated time/week: 5-10 hours

Documents are in Excel and in AffiniPay (which can be downloaded to Excel)