

SEATTLE GARDEN CLUB

Treasurer and Finance Committee Chair

Position Description

Responsibilities

- Chief Financial Officer for the Club
- Manage bank accounts
- Prepare and manage annual budgets
- Provide bookkeeping to manage revenue and expenses using accounting software
- Reimburse members for approved expenses; pay approved invoices
- Serve as primary liaison with Seattle Foundation for endowments
- Work with accountants to prepare and submit required annual federal and state reports
- Provide tax receipt letters for general donations to the Club, Auction and other events provide tax receipting for donations to those specific events
- Provide budget and accounting support to Auction, Flower Show, lecture and other event chairs
- Lead Finance Committee in annual review and preparation of budgets, financial policies and issues referred or requested by Board or President
- Present budget and financial overviews and information to Board at meetings, and to membership at Annual Business meeting and Annual luncheon
- Serve as Club financial resource for members
- The second year as Treasurer you will be training the Treasurer-Elect