

## **Treasurer-Elect Job Description**

A one-year term as Treasure-Elect, followed by a two-year term as the Treasurer & Finance Committee Chair.

### **Responsibilities:**

- Observe and learn the responsibilities of the Treasurer & Finance Committee Chair
- Train on QuickBooks accounting system
- Observe preparation of Financial Reports and Budgets
- Assist with entering membership dues, Holiday Luncheon & Auction receipts, as well as receipts for lectures and Flower Shows (in fiscal years when they are held)
- Work with the Treasurer to understand presentations at the February Business meeting and the June Annual meeting
- Become familiar with Federal and State Tax reports
- Attend Finance Committee meetings