

FRIENDS OF WEEKI WACHEE SPRINGS STATE PARK

JOB DESCRIPTION

JOB TITLE: TREASURER

TERM: One year

PURPOSE: To help ensure the fiscal integrity of the organization by providing oversight of its financial activities and ensuring the accuracy of all financial records.

REQUIREMENTS: Is a voting member of the Board in good standing as defined in bylaws

RESPONSIBILITIES: The Treasurer is responsible for overseeing the organization's financial aspects, makes regular reports to the board, and serves as chairperson of the board finance committee if one deemed necessary.

Attend all board meetings.

Manage finances of the organization.

Administrate fiscal matters of the organization.

Provide annual budget to the board for members' approval.

Prepare a quarterly budget comparison showing actual income and expenses compared to budgeted income and expenses.

Prepare an annual report for distribution at the annual meeting of the FWWSSP.

Ensure that all required financial reports required by the IRS, Department of Environmental Protection, Division of Recreation and Parks, Department of State, Division of Corporations, and the Department of Revenue are prepared and filed by any specific due dates.

Ensure development and board review of financial policies and procedures.

Ensure that the Board's financial policies are being followed.

Fulfills any other requirements of a Director and Officer, and performs other duties as the need arises and/or as defined in the bylaws.

TIME REQUIRED: Attendance at FWWSSP Board meetings as required to deliver reports plus any other time deemed necessary to execute the responsibilities of the position.

RESPONSIBLE TO: The Treasurer is accountable to the Board of Directors or Members as specified in the bylaws.

BENEFITS: Recognition of key role performance.

