

Job Description: Assistant Treasurer
Rotary Club of Ithaca
Approved by: Board of Directors
Date: March 29, 2015

The assistant treasurer shall be appointed annually, or whenever there is a vacancy in the position, by the treasurer. The assistant treasurer shall provide support to the treasurer with deposits, record-keeping and reporting. The assistant treasurer reports to the Treasurer and shall perform work assigned by the treasurer.

The assistant treasurer shall be trained by the treasurer to record information in the club's database system and accounting system and to understand how to prepare monthly financial reports when needed.

The assistant treasurer's main responsibilities will be to assist with special events and fund-raisers and to record payments in the club's database system as needed.

Requirements:

The ability to use the club's accounting software
Attention to detail

This person is not required to attend board meetings, but may be asked to do so in the absence of the treasurer.

Time required: approximately 10 hours per month

Compensation: Waiver of Club Dues (but not Fair Share payment)