

Rotary International District 5050

Position Title	Treasurer		
Length of Appointment	3 years		
Travel Required	Attend: Finance Committee meetings, Board meetings (suggested), Executive meetings (suggested)		
Reports to	Finance Committee		
To apply	District Governor Elect		
Job Description			
<p>Roles and Responsibilities</p> <ul style="list-style-type: none"> • Oversee the financial affairs of District 5050 • Prepare financial statements for the Finance Committee • Keep the books – writing and sending cheques, • Receive expense claim forms and documents • Banking activities • Become familiar with the District’s signing authority policies • Monthly review of bank reconciliation, accounts receivable, accounts payable, profit and loss statement against budget and balance sheet • Preparing the GST report annually • Authorize and supervise Club billings in July/August • Review annual Youth Programs of YAIL, RYLA and Youth Exchange • Assist the Governor Elect in preparing an annual District budget <p>Qualifications / Requirements</p> <ul style="list-style-type: none"> • Possess an accounting designation or 5 years in a senior accounting position <p>Preferred Skills</p> <ul style="list-style-type: none"> • Communication skills and presentation skills 			
Last Update By	Brad Whittaker	Date	August 30, 2019