



800 Lakeview Avenue  
Jamestown, NY 14701  
716-484-8814

## Position Description for District Treasurer

**Reports to:** District Governor

**Duration of Appointment:**

The Treasurer will serve a minimum of one year and a maximum of three consecutive years.

**General Description of Position:**

The District Treasurer is a volunteer position responsible for managing the normal financial transactions of district operations in compliance with the district's Manual of Policies and Procedures. This includes the receipt and depositing of revenues and issuance of cheques/checks using both of the district's bank accounts – one in the US and one in Canada. The District Treasurer maintains the accounts of the district and provides standard financial reports for District Council and as needed by the District Governor. The District Treasurer also is responsible for filing tax reports in the U.S. and Canada. The District Treasurer also participates in the development of the district's annual budget. The District Treasurer is NOT responsible for managing the financial transactions of the District Foundation accounts.

**Required Skills:**

1. Working knowledge of QuickBooks. The District's accounting records are maintained with this accounting software.
2. Working knowledge of Excel. There are many schedules that need to be prepared to assist with the accounting.

**Expected Time Commitment:** 10 – 20 hours per month

**Specific Duties and Responsibilities:**

The District Treasurer:

- Shall maintain complete financial records for the District;
- Prepare and send to the District Governor monthly aging reports of outstanding District dues.
- Shall forward, as soon as possible after assuming office, a statement to each Club for a per capita levy calculated on the District assessment of the budget approved at the previous District Club Leadership Training, previously known as District Training Assembly. The per capita levy shall be based on the reported membership of each Club as of July 1st of that year;

- Shall undertake to notify the District Governor and the District Finance Chair of all outstanding per capita levies/dues 45 days after the initial request for payment to the clubs, then again at 60 days and monthly thereafter until payment in full has been received.
- Shall be responsible for the collection of District levies and the handling of District funds;
- Shall deposit in the District bank accounts all monies received from Clubs or individuals pertaining to District affairs;
- Shall allocate all disbursements to District Officers and Committees against items in the approved District budget and supported by properly documented invoices;
- Shall act as a signing officer for monetary transactions including disbursement of funds;
- Shall maintain a District cash book, a journal and general ledger in which all receipts and disbursements year by year shall be recorded and passed along to the Treasurer's successor;
- Shall serve on the District Finance Committee
- Shall keep as supporting evidence all deposit slips, bank statements, cancelled checks and paid invoices together with any correspondence relative to District finances until the completion of the audit. Upon completion of the audit, these documents shall be properly identified and placed in the District archives by the District Treasurer;
- Shall report on District finances periodically to the District Governor and the same to District Council at each of their meetings;
- Shall provide to the District Governor, as soon after July 1st as possible, and not later than the Annual Business Meeting, an audited financial report with approved budget comparisons for the previous Rotary year;
- Shall compile a financial statement as of the end of the month prior to the Club Leadership Training for presentation to the Presidents-elect;
- Shall work in close conjunction with the Treasurer-Elect to assist him/her in preparation for the coming year;
- Shall transfer on June 30th of each year to the bank accounts established by the incoming District Treasurer all, or at least a substantial portion, of the District funds that are on hand. The only funds retained shall be those that might reasonably be required to meet any outstanding invoices or commitment

**Desired Skills & Experience:**

Treasurer should be experienced in banking or business accounting procedures and the handling of funds. The District will work with the successful candidate to provide bonding.

**Additional Comments:**

Because the District Treasurer must meet with the District Governor regularly to sign cheques/check, it's recommended that the District Treasurer and District Governor live or work in reasonable proximity to each other.