

ROTARY INTERNATIONAL DISTRICT 5500
JOB DESCRIPTION
DISTRICT TREASURER/BOOKKEEPER

ROLE:

Responsible for helping prepare an annual District budget, track expenditures and inflows, prepare financial statements, and assist in filing the annual District tax return.

RESPONSIBILITIES:

Follow all guidelines as outlined in the District Operations Manual Section 5, paragraph G.

Follow all guidelines as outlined in the District Bylaws Article 4.7.

Assist in preparing the District budget working with the District Governor-elect and District Finance Committee. Keep the District Governor advised of activity that does stay within the guidelines of the approved budget.

Receive all District funds.

Invoice and collect all District per capita dues and assessments.

Maintain District bank account.

Promptly pay all District expenses approved by the DG upon receipt of proper documentation supporting such payment.

Prepare financial statements including statement of receipts and disbursements for each account and submit to the District Finance Committee within 30 days of the end of each quarter.

Procure and maintain custody of a fidelity bond covering all signatories on any district checking account approved by the District Finance Committee. Ensure all necessary signatories are obtained and updated as needed.

Ensure an annual tax return is prepared and submitted as required by law.

Prepare all financial statements necessary for the annual Audit.

Prepare a final Budget to Actual and other financial statements and present them at the annual Council of Legislation during the District Conference.

Ensure the security and privacy of all records. Ensure all records are backed up in a secure manner on a daily basis.

Ensure an orderly transfer of all district financial records to the incoming District Treasurer.

Serve as an *ex officio* voting member of the District Finance Committee.

QUALIFICATIONS:

Rotarian in good standing with home club for the immediate past 3 years.

Experience in general accounting principles.

Adept at using Quickbooks software.

Willingness to donate a time commitment of no less than 1 hour per week.

TERM OF OFFICE:

Two years: One year working with District Governor Elect preparing a budget; one year working with the District Governor during the Rotary term.

See Section 5, Paragraph G of the District Operations Manual for more information.