



Northern Colorado Beekeepers Association
Treasurer
Position Description

Overview: The Treasurer will have charge of the funds of the Association to include managing payments, securing records, and required reporting to meet 501c3 status.

Experience and Requirements:

- This position requires a PC and access to email and the internet.
- Computer skills to include programs such as Word, Excel, and Quicken.
- Wordpress or technical ability to learn simple administrator view and actions of Wordpress for membership management.
- Budgeting and reconciling experience a plus.

Duties and Responsibilities:

- a. Conduct required banking business.
- b. Provide reasonable, secure access to financial records to members upon request.
- c. Maintain complete records of the Association's finances and file reports as required by law for 501c7 status.
- d. Provide the Executive Committee with a financial report on a minimum of a quarterly basis, detailing and reconciling all transactions to bank statements for the period.
- e. At least once each fiscal year, the Treasurer shall publish to membership a financial statement summarizing all receipts and expenditures using meaningful categories and detailing all individual receipt and expenditure transactions in excess of \$250.

Estimated monthly hours required for meetings:

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| • Board of Director meetings: 12 times/yr | 2 hours |
| • Attendance general monthly meetings | 2 hours |

Estimated hours required for duties:

Monthly:

- | | |
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| • Reconcile Paypal and bank accounts (using Quickbooks, Quicken) | 1 hour |
| • Review data and provide monthly and reports to board | 1 hour |
| • Prepare honorariums and reimbursements for members or speakers | 1 hour |