**ASSISTANT TREASURER**

**Mission statement:** To assist the Treasurer in ensuring that the chapter’s financial records are maintained in an accurate and timely manner.

### Key Responsibilities

- The Assistant Treasurer will work closely with all Chapter Board and committee members to ensure accurate, timely and documented records of the chapter’s financial records.
- Assist with the maintenance of the chapter’s electronic accounting records, using Quickbooks Online Plus.
- Ensure the security of the chapter’s financial information.
- Maintain and update as required a chapter “chart of accounts”.
- Reconcile Accounts Receivables with the Chapter Registrar and follow-up as needed.
- Furnish the Treasurer with electronic or paper reports from the chapter software package required to document results for audit, financial reporting or tax return preparation.

### Key Reporting / Deliverables

- Assist with the preparation of monthly financial statements for presentation at each monthly board meeting. Presentation should include event profitability, budget to actual results, unusual fluctuations, unbudgeted expenditures and forecasted results.

### Key Events

- Should attend each monthly meeting to assist with the preparation of financial results to the Board.
- Maintains a calendar of key dates and financial reports for the year with publishing at the beginning of the chapter year (June 1) and monitoring to ensure compliance.

### Current volunteer opportunities and commitment

Estimated 20-30 commitment hours per month.