
JOB DESCRIPTION



POSTION TREASURER

DESCRIPTION A Special Olympics Virginia Area/Local Treasurer is responsible for the financial activity of the Area/Local Program.

RESPONSIBILITIES

1. Deposit all Area/Local contributions and refunds of expenses. Send Deposit Summary & deposit slip to Centralized Area Accounting for tracking.
2. Ensure expenditure requests are appropriate. Submit all Area/Local expenses to Centralized Area Accounting including all necessary forms & backup (invoices, receipts, etc.).
3. Track all contributions (usually in Excel or Access) and issue tax receipts according to IRS rules.
4. Provide financial information and analysis at the Area/Local Council meetings. Financial reports will be provided by Centralized Area Accounting for this purpose.
5. Monitor Area/Local cash flow. Provide recommendations to council regarding need and timing of fundraising events, or movement of excess cash from the Area/Local checking account to the Area/Local Money Market or CDs.
6. Develop and monitor Area/Local budget. Submit budget to Area/Local Council and SOVA staff as part of the accreditation process.

**MEASURES OF SUCCESS IN FULLFILLING THE
TREASURER POSITION**

1. The Area/Local adheres to all Centralized Area Accounting procedures.
2. The Area/Local operates within its budget and makes informed financial decisions.
3. An oral and written financial report is presented during every council meeting.