

SHASTA WILDLIFE VOLUNTEER TREASURER/BOOKKEEPER DUTIES

Estimated average time: 2-3 hours per week

Must have knowledge of or have ability to learn QuickBooks On-Line

WEEKLY

Pick-up Treasurers mail from Anderson Post Office (only invoices; returned pledge sheets, etc. Board Secretary will pick-up and distribute other mail).

Enter and pay invoices.

MONTHLY

Reconcile bank statements

Produce financial statements and e-mail to Board

Attend Board meeting – 4th Tuesday each month

Run pledge sheets for volunteer membership coordinator.

Gather timecards, double check computations and e-mail hours to Bank – 2x/month (March thru October).

Enter journal entry for payroll after reports received from Bank – 2x/month

ANNUALLY

Complete workers compensation reports – 2x/year

Review/complete necessary forms for insurance companies.

Print and mail financials/General Ledger, etc to CPA for tax preparation.

AS NEEDED

Keep membership lists up to date – both old and new system. (Ideal situation would be to get systems combined onto new system.)

Answer questions/correct entries, etc for Board Secretary.

Other miscellaneous duties – as needed.