



JUNIOR LEAGUE OF BUFFALO

Women building better communities

JOB DESCRIPTION

Title: Treasurer
Assistant Treasurer

Goal: The Treasurer is responsible for all financial aspects of the Show House. The Executive Chair will have a financial plan in place for each committee listing planned expenses and profit

Duties:

- Works with the Executive Chair to understand the financial Show House plan
- Prepares a reimbursement form for distribution to all Steering Committee members
- Prepares monthly statements of expenses and profit for the Executive Chair
- Works with the Tickets, Parties, Café, Decorator Sales, Monday Tours, Raffle, Sneak Peek, Historian, Regional Tours and Program Chairs to set-up systems for each of those committees
- Makes certain there is sufficient change (bills and coins) in the house daily
- Will make bank deposits
- Will write checks for expense payment
- Will work with the Financial VP regarding necessary information for the bookkeeper and accountant
- Prepares opening/closing sheets to be filled out by those picking up and turning in money for each shift
- Prepares daily fund bags for any committee that deals with money
- Works with the Boutique Treasurer regarding systems and procedures
- Keeps meticulous records by committee

Time Involvement:

- General meetings once a month
- Steering Committee meetings
- Placement hours will vary
- Daytime availability is necessary
- Weekend availability is essential
- Both positions require the member to be at Show House when the house is open
- Preparation of fund bags can be done either prior to the house opening each morning or after the house closes for the next day
- Prior to the house opening, most of the work can be done at any time of the day
- Both members should be available immediately after Show House closes to close out the books and work with the League Treasurer and Financial VP

Experience:

Would suggest this position for a member who demonstrates strong organizational and financial skills.