

DISTRICT TREASURER

ROLE:

The District Treasurer is the Chief Financial Officer for the District and is responsible for all aspects of cash handling & collection, accounting, and financial & tax reporting.

RESPONSIBILITIES:

The position requires a time commitment of 5 - 10 per week based on District Events/Activities

- Sales accounting (30% of the time for the job)
 - Recording revenue by activity
 - Foundation Event
 - District Conference
 - International Convention (Kick-Off party)
 - Other District Events with online registration or as assigned
 - Invoicing Clubs
 - Annual dues & contribution to Foundation Event
 - Dictionaries
 - District Assembly & contribution to hospitality suite at District Conference
 - Banking
 - Collections activity
- Disbursements (30% of the time for the job)
 - Invoice processing
 - Contract Review
 - Expense reports for the DG, DGE, and DGN
- Financial Accounting (15% of the time for the job)
 - Bank Reconciliations
 - Financial Statements
 - Management Reports
 - Audit
 - Tax
 - Other (e.g., maintenance of equipment list)
- (d) Meetings (25% of the time for the job)
 - Planning for events
 - Working events
 - Finance Committee
 - Leadership Team
 - Budgeting

Other District activities upon request by the District Governor.

QUALIFICATIONS:

- 1 Rotarian in good standing with your club for at least five years
- 2 Led/organized/participated in the financial aspects of Rotary projects or those from other organizations.
- 3 Accounting experience is required
- 4 Must be adept at using accounting software, ideally Quickbooks.

TERM OF OFFICE: Three years- at the discretion of the standing District Governor