

American Women's Club of Thailand

TREASURER - Role Description

(Reviewed and updated October 2022)

PURPOSE:

To oversee the finances of the AWC by accessing, collecting, recording and dispensing all monies of the organization.

RESPONSIBILITIES:

- 1) Act as custodian of all AWC funds
- 2) Pay employee salaries and ensure all bills are paid in a timely manner
- 3) Collect money at monthly meetings, and major AWC functions
- 4) Make bank deposits
- 5) Balance cash, bank account and PayPal account
- 6) Post all accounting entries in the accounting software used to maintain the AWC's financial records (Quickbooks is current program)
- 7) Oversee the monthly books of Activities/Excursions, Scholarship, the general AWC budget and the various savings, checking accounts and monetary instruments of the organization
- 8) Implement necessary procedures and forms for use in-house
- 9) Oversee the annual audit with an outside accountant [Bylaws, VIII. D]
- 10) Coordinate preparation of the annual budget with the incoming Treasurer, Assistant Treasurer, President and other members of the Executive Committee.

REPORTS:

- 1) Prepare and present a monthly financial statement of the organization's budget at the Board of Directors' meetings
- 2) Keep a general journal of monthly records, income, expenses and assets (and any restrictions pertaining to them) reflecting all financial club business
- 3) Submit a year-end report to the President for the official AWC files at the end of the term in January
- 4) Prepare an annual budget with the incoming Treasurers for review and recommendation to the Board of Directors and at the General Membership Meeting in February [Bylaws, VIII. A]