**Treasurer Job Description**

The Treasurer shall have oversight of all financial transactions of the Board and its agents. The Treasurer shall see that a yearly budget is prepared and maintained; State and Federal business and tax records are submitted in a timely manner; receivables from members and others are collected in a timely manner; and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the President or the Board.

The Treasurer will head a Finance Committee of at least 3 with accounting or accounting software expertise that will review the accounting and registration records and general ledger detail no later than 60 days after the end of the fiscal year.

**The Washington Destination Imagination Treasurer responsibilities include -**

* Attend the three Board meetings each year
* Prepare and maintain an annual budget
* Provide the annual budget to the board for approval
* Manage finances and administrate fiscal matters
* Ensures development and board review of financial policies and procedures
* Work with Affiliate Director and Bookkeeper to maintain financial reports for the Board of Directors using QuickBooks Online
* Coordinate with volunteers on financial/donation questions and reimbursements
* Complete required financial reporting forms (including IRS Form 990) and tax returns

“Unicorn Tasks” (non-essential tasks that WIN would love and be eternally grateful for you to tackle if you find yourself with some free time and an industrious spirit) include -

* Look into local bookkeeping organizations and hire a bookkeeper
* Provide insight and guidance on pin and shirt pricing
* Potentially work with a Funds or Development Director to help secure and administer sponsorships and donations