

SAN ANTONIO HERB SOCIETY JOB DESCRIPTION TREASURER

General Description: This Board position is elected on an annual basis for the term of one year beginning in June and running through May of the following year. The individual may not hold this position longer than two consecutive years as outlined in the Constitution and By-Laws. This position handles the finances for the Herb Society

Experience: Should have strong math and budgeting skills. Should have strong organizational skills. Must have knowledge of basic financial rules. Should know Microsoft Excel, other compatible spreadsheet programs or financial management software. Should have knowledge of Pay Pal or similar merchant software. Must be able to follow through with assignments. Must have strong attention to detail. Must be able to devote up to 20 hours a month to the Herb Society and this position.

Responsibilities:

- Attend monthly board meetings (usually the last Monday of the month)
- Attend monthly general membership meetings (usually the second Thursday of the month)
- Support the Herb Society and its membership by working no less than one profit generating initiative a year such as plant sales and herb markets. Must arrange for a designee when not working.
- Maintain a professional nature at all times when addressing or representing the Herb

Society

- Treat all members and guests with respect
- Pay all routing bills when due
- Receive and account for all monies of the Society
- Collect all dues and keep accurate accounts of receipts and disbursements
- Deposit funds in our bank accounts
- Reconcile accounts monthly
- Prior to February meeting, arrange for an audit of the preceding year's financial records

and present a statement of the results of that audit to the Board of Directors • . Provide monthly report to Board of expenditures and income

- Prepare and present at the March meeting a budget for the ensuing 12 months
- Submit tax forms for sales tax due each April
- File an annual State Franchise tax report in May. Though our organization is not a franchise, a report is still required by the State Comptroller's Office.
- Prepare the End of Year Report and submit it to the Board in May of each year