

Treasurer

Summary of Job Responsibilities:

The treasurer keeps a record of all monies received and disburses monies as directed by the board of directors. She prepares the annual budget for board approval and prepares and files all required reports. She is the primary contact person for online payment systems (PayPal and Arts People). She oversees the membership and ticket committees.

Duties/Tasks:

- Pay bills and deposit income promptly. Maintain general ledger in Quicken or other financial software program. Reconcile to the bank account and brokerage account monthly. Maintain back-up documentation for all transactions.
- Prepare a treasurer's report for each board meeting, a concert financial report after each concert, and other reports as requested by the board. File necessary state and federal forms (Oregon CT-12, annual corp. report, 1099s and 1096, 990-N).
- Create annual budget for board review and adoption. Monitor contracts with UO School of Music, independent contractors, insurance providers, banquet facility providers, and internet-based service providers (for website, ticket sales, internal, and board communications).
- Coordinate with membership committee chair for registration and maintenance of member records.
- Coordinate with the development director for donation records.
- Oversee ticket coordinator for box office sales at concerts. Coordinate with volunteer (if available) for cash pre-sales to members before concerts. Coordinate with volunteer handling concert CD sales.
- Attend two-hour, bi-monthly board meetings.

Helpful Skills:

This position requires general accounting, reporting, and math skills; facility with use of Excel and basic accounting software, such as Quicken; and the ability to navigate governmental forms and websites. In addition, the ability and willingness to clearly explain all fiscal matters to members of the choir and the board are a necessity. Most importantly, joyful attention to detail is absolutely essential.

Time Commitment:

This job requires at least 2 hours a week, and often 8 or more in a week.

Elected Position:

Elected annually.