

## **PPWG Treasurer Job Description**

*(Revised March, 2019)*

The Treasurer receives and disburses all guild funds into and out of the PPWG bank account in a responsible and organized manner. Funds are identified and bills are paid when due so the guild can be an effective organization.

Serves as a member of the PPWG Board

Term of office is normally one year and may be asked to serve one or more consecutive years.

### Responsibilities

- Maintain knowledge of the guild commitment to its goals and objectives
- Accountable to the PPWG board and membership
- Communicate between PPWG and the bank and approved investment accounts as needed
- Attend board meetings
- Manage finances of the guild and report to the board
- Oversee major and mini workshop deposits, final payments and expenses paid and review final report from workshop chairperson
- Oversee finances related to any fund-raising that occurs
- Prepare accurate monthly financial reports for the board, the membership, and the newsletter
- Prepare and present an annual budget with inputs from the board members
- Provide information regarding the annual audit and answer questions about the audit
- Understand financial accounting for nonprofit organizations
- Retain financial reports