DISTRICT TREASURER

ROLE:
The District Treasurer is the Chief Financial Officer for the District and is responsible for all aspects of cash handling & collection, accounting, and financial & tax reporting.

RESPONSIBILITIES:
The position requires a time commitment of 5 - 10 per week based on District Events/Activities
- Sales accounting (30% of the time for the job)
  - Recording revenue by activity
  - Foundation Event
  - District Conference
  - International Convention (Kick-Off party)
  - Other District Events with online registration or as assigned
- Invoicing Clubs
  - Annual dues & contribution to Foundation Event
  - Dictionaries
  - District Assembly & contribution to hospitality suite at District Conference
- Banking
- Collections activity
- Disbursements (30% of the time for the job)
  - Invoice processing
  - Contract Review
  - Expense reports for the DG, DGE, and DGN
- Financial Accounting (15% of the time for the job)
  - Bank Reconciliations
  - Financial Statements
  - Management Reports
- Audit
- Tax
- Other (e.g., maintenance of equipment list)
- (d) Meetings (25% of the time for the job)
  - Planning for events
  - Working events
  - Finance Committee
  - Leadership Team
  - Budgeting
Other District activities upon request by the District Governor.

QUALIFICATIONS:
1 Rotarian in good standing with your club for at least five years
2 Led/organized/participated in the financial aspects of Rotary projects or those from other organizations.
3 Accounting experience is required
4 Must be adept at using accounting software, ideally Quickbooks.

TERM OF OFFICE: Three years- at the discretion of the standing District Governor