

Treasurer's Tasks

- The Treasurer's records are primarily compiled in Microsoft Excel files, so moderate experience with Excel is required. If you have limited Excel experience, you could be taught all the tasks via Zoom.
- Weekly: Record income and expenses received via PayPal, email or USPS mail in both the Journal file and the General Ledger (30 min – 1 hr per week).
- Monthly: Calculate totals in the General Ledger and reconcile them with the bank statement (1 – 2 hours per month).
- Quarterly: Calculate quarterly totals from the monthly Totals in the General Ledger and create a quarterly Income Statement which summarizes the income and expenses and reconciles the checking account with the General Ledger (1 – 2 hours).
- Annually: Submit required forms and records (2 – 3 hours).

Vice President's Tasks

- Chairs meetings in the President's absence,
- Assists the President in the performance of his duties,
- Leads special projects and committees, and
- Attends quarterly meetings