

BSC TREASURER JOB DESCRIPTION

In addition to the general description provided in the Bylaws, the Treasurer is also responsible for the following activities:

- Pick up mail on a regular basis
 - Distribute to appropriate party
- Maintain appropriate financial accounts
 - Checking
 - ◆ Obtain and maintain signature cards
 - ◆ Maintain detail check register
 - ◆ Reconcile monthly statements
- Generate annual and quarterly invoices
 - Maintain accurate fee schedules
 - Maintain accurate list of services provided to members
 - Maintain accurate list of current paid members
 - Provide details of payments received
 - Provide details of expenses paid
- Process member payment of dues and fees and make deposits
 - Answer questions from members
 - Make changes to member accounts as boats and status changes
 - Log in all payments and record appropriate accounts
 - Follow up on collection of delinquent accounts
 - Track and share information on changes in member status with Harbor Master, bookkeeper, Secretary and Commodore
- Pay bills in a timely manner
 - Verify expenditure and ensure proper documentation
 - Write checks
 - Record transactions to the appropriate expense accounts
 - Maintain files of paid expenses
- Prepare Tax return and related tax documents
 - Prepare and distribute IRS forms 1099 MSC and 1099 INT
- Provide regular financial status reports to the Board of Governors
 - Coordinate the budget process
 - Track actual expense compared to budget
- Maintain wet slip information
 - Maintain current list of all wet slips rentals
 - Ensure billing of wet slips on a monthly basis
 - Track and record payments
- Maintain and store historical files for the club
 - Research specific questions form the board of Governors
- Manage transition to new Treasurer at end of term