

FRIENDS OF THE DAVIS PUBLIC LIBRARY

JOB DESCRIPTION

May 2017

TITLE: Treasurer

TERM: Elected for 1 term annually

DUTIES:

- Reading Garden
 - Pick up cash from cash boxes in Reading Garden (3-5 times/week)
 - Pick up cash from safe in staff locker room (once/week)
 - Deposit funds in bank
- Book Sale (Bi-monthly)
 - Set up 2 cash boxes with change funds
 - Pick up cash and checks at the end each sale day
 - Make preliminary count of take for each sale day and final count for entire sale, and send out brief reports by email
 - Deposit funds in bank
- Ongoing
 - Pay bills, including library donations and supply purchase reimbursements (about 50 checks/year)
 - Balance check account statements (3) (1X/month)
 - Pick up mail from PO box
 - Check emails at DavisFriendsofthelibrary@gmail.com
 - Reconcile Square account
 - Check PayPal Account and transfer funds to main operating account (as needed but 1X/month recommended)
- Chair the Finance Committee (meet as needed)
- Serve on the Executive Committee
- Accountant
 - Prepare books for accountant, and oversee accountant's prep of income taxes
 - Sign and file all required State and Federal forms and income taxes by due dates
 - Information to accountant for annual report to AG of California-Registry of Charitable Trusts
- Budget
 - Work with President in preparing annual budget
 - Work with branch library and staff

- Attend the annual meeting and all Board meetings and report on finances
- Other duties related to the Treasurer as designated by the elected officers.