



JOB DESCRIPTION

JOB TITLE: TREASURER
Barrington Area Council of Governments (BACOG)

HOURS: Approximately 100 hours per year, with more hours of the total worked during the budget season and fewer hours worked for regular monthly reporting

COMPENSATION: Volunteer

PRIMARY PURPOSE:

To provide accounting and reporting services to BACOG by paying approved bills, maintaining the necessary bookkeeping records, preparing monthly reports to the BACOG Executive Board, preparing and reporting on the annual fiscal budget, assist in the calculating of the annual assessments for member villages and townships, and preparing the audit worksheets for the annual audit by the external auditor.

DUTIES AND RESPONSIBILITIES:

Position will fulfill functions in the following categories:

- 1) Accounting and reporting services, including payment of bills, charging the appropriate accounts, obtaining required signatures, maintaining cash position, mailing bills following approval, balancing bank statements, and preparing such monthly and other reports as may be requested by the Executive Director and Executive Board.
- 2) Maintain and prepare reports for monthly Board meeting. Prepare monthly Treasurer's Report for sending out with the meeting packet the week before each BACOG meeting, and attend monthly Executive Board meetings to present report and respond to questions.
- 3) Work jointly with the Executive Director to prepare the annual budget based on the Director's annual goals and objectives; prepare analysis of encumbrances, expenditures and draft budgets during annual budget cycle; participate as a voting member of the Finance Committee.
- 4) Work independently to assess annual budget against expenditures monthly, quarterly or as needed, and provide progress reports and recommendations on budget expenditures, overages, etc. to Director on an on-going basis.
- 5) Assist in the preparation of the annual member assessments, calculating each village's assessment, sending out quarterly notices of member assessments due, and making bank deposits of such assessment.
- 6) Prepare the necessary worksheets for the annual audit, including preparing the trial balance and operating statement, making the necessary documentation supporting the financial operations available as directed by the auditor, and working with the auditor during the engagement.

QUALIFICATIONS AND EXPERIENCE REQUIRED

- Minimum of Bachelor's Degree in Accounting, Business, or related field, or equivalent experience.
- Proficient in the latest version of QuickBooks (currently QuickBooks Pro 2008), or other financial management software compatible with BACOG's recordkeeping and financial management.

WORKING CONDITIONS/HOURS:

- Supervised by the Executive Director of BACOG. Reports to the Executive Board at the monthly meetings and at their request.
- All work will be performed in the BACOG office unless approved by the Executive Director.

SPECIAL CONSIDERATIONS:

- All computer software and files including those developed by the Treasurer remain the property of BACOG.
- All computer files, including mandatory back-up copies of computer files onto disk or external hard drive, are to be stored at the BACOG office and always available for review.
- Treasurer is to be available to meet with Executive Director on an as-needed basis.
- Treasurer is to be bonded, at the expense of BACOG, in an amount equal to the annual budget of the organization.