

Rotary District 5020
District Treasurer
Job Description

Overview and Objectives:

The District Treasurer and the Finance Committee Chair jointly administer District Budget and Fiscal Policy, in order to administer the district funds, and ensure accountability to the clubs within District 5020 in accordance with the approved Annual Budget. Such accountability to the District clubs includes the responsibility to keep expenditures within the budgeted amount for the year or such supplemental amounts as might be authorized by the District Council. This position reports to the District Finance Chair.

Term of Appointment: The appointment is a 3-year term, renewable annually, subject to approval of the DG, DGE and DGN.

Responsibilities:

- Maintains District 5020 financial records and the committee records of those committees authorized to maintain individual accounting for a minimum of seven years
- Collects financial statements and documentation of funds received and expended by the District and all District Committees or programs with bank accounts
- Issues annual district dues and/or assessment statements to each club in August
- Receives and deposits all funds and make all authorized disbursements
- Maintains books of accounts on all funds coming under the Treasurer's jurisdiction
- Facilitates transition of signing authority when required
- Provides monthly bank reconciliations and copies of bank statements to the DG, the DGE and the Finance Committee Chair
- Acts as a voting member of and attends District Council meetings
- Provides financial statements and budget status reports for each Finance Committee meeting, for each District Council meeting and at the end of each year
- Assists, as needed, the DGE and District Finance Committee Chair in developing annual District Budgets
- Prepares a preliminary summary statement of all funds for the District Finance Committee to complete the Annual Statement and Report of District Finances
- Submits all Financial Records for the past fiscal year to the District Finance Chair in August for the annual review. Reviewed District Financial Records will be retained by the District Finance Chair for a minimum of seven years
- Pays, in a timely manner, requests for payments pre-approved by the appropriate committee chairs or District officers
- Files tax returns as required in the USA and Canada

- Assists District Governor in completion of the RI District Governor Funding Report and ensures the July 31 deadline for submission to RI is met
- Provides independent oversight and review for those committees maintaining individual accounting (i.e. Foundation, Rotary Youth Exchange, DTA/Conference and Cdn RYLA)
- Serves as an ex-officio non-voting member of the Finance Committee
- Recommends to DG chain potential replacements for the Treasurer position prior to his/her term ending
- At conclusion of term forwards to new Treasurer all books of accounts and any properties of the District in the possession of the Treasurer

Qualifications:

- Competent computer skills
- Significant experience in accounting and financial reporting
- Competency with software such as QuickBooks
- Effective verbal and written communication skills
- Ability to access and respond to all communications (phone, email, etc.) in a timely fashion
- Ability to travel to/from Canada/USA
- Must be Youth Protection compliant and have taken District Youth Protection training
- Must be a Rotarian in good standing

24-Sep-19