



Special Olympics
Virginia

JOB DESCRIPTION

POSTION TREASURER

DESCRIPTION The Treasurer is responsible for the financial activity of the Area or Local program.

RESPONSIBILITIES

1. Deposit all Area/Local contributions and refunds of expenses. Send Deposit Summary & deposit slip to Centralized Area Accounting for tracking.
2. Ensure expenditure requests are appropriate. Submit all Area expenses to Centralized Area Accounting including all necessary forms & backup (invoices, receipts, etc.).
3. Track all contributions (usually in Excel or Access) and issue tax receipts according to IRS rules.
4. Provide financial information and analysis at the Area/Local council meetings. Financial reports will be provided by Centralized Area Accounting for this purpose.
5. Monitor Area/Local cash flow. Provide recommendations to council regarding need and timing of fundraising events or movement of excess cash from the Area checking account to the Area Money Market or CDs.
6. Develop and monitor Area/Local budget. Submit budget to Area/Local council and Special Olympics Virginia staff as part of the accreditation process.

**MEASURES OF SUCCESS IN FULLFILLING THE
TREASURER POSITION**

1. All bank statements are reconciled.
2. Quarterly financial reports and information requested for SOVA's audit are submitted in a timely manner.
3. All funds raised in the name of Special Olympics are deposited in a Special Olympics account.
4. Backup exists for all expenditures and a process is in place to authorize all expenditures.
5. A written report detailing all revenue and expenses for the month is distributed at every Council Meeting.
6. A balance budget exists and is monitored on a monthly basis.