



## Yacht Club: Job Description

<b>Title</b>	Treasurer
<b>Job Summary</b>	The treasurer manages and reports financial information..
<b>Responsibilities and duties</b>	<ul style="list-style-type: none"> <li>● Attend monthly executive meeting and present reports</li> <li>● Manage banking and deposits</li> <li>● Payments             <ul style="list-style-type: none"> <li>○ process invoices for payment with the appropriate authorities</li> </ul> </li> <li>● Provide support with clubhouse bookings and return of deposits as appropriate</li> <li>● Support the bar manager with stocktakes and till reconciliation</li> <li>● Manage membership subscriptions keeping records, including e-mail service, up-to-date             <ul style="list-style-type: none"> <li>○ forward members' numbers to YNZ</li> </ul> </li> <li>● Manage and pay the wages of employees</li> <li>● Manage GST payments</li> <li>● Prepare and present financial reports             <ul style="list-style-type: none"> <li>○ monthly reports for the Executive committee</li> <li>○ annual financial statements for the AGM</li> <li>○ file the annual financial statements with the Register of Incorporated Societies after the AGM.</li> </ul> </li> </ul>
<b>Qualifications and skills</b>	<ul style="list-style-type: none"> <li>● Need to be able to manage accounting software e.g., Xero</li> </ul>

See **Treasurer: Role description** for detail of specific actions