

# Oregon High School Equestrian Teams Inc.

Job Description - Treasurer ..... Page 1 of 2

## Treasurer Expectations

The OHSET Treasurer will be expected to know and understand generally accepted accounting principles and practices. The treasurer must have the ability to communicate orally and in writing, and participate as a team leader and team member within the management of OHSET. This person must also have competent computer skills, experience with QuickBooks, MS Excel and Email. Preference will be given to someone not holding another board position.

## Responsibilities

- Responsible for all financial matters related to OHSET income and expenses
  - Bank deposits
    - Timely processing of monies for deposit
    - Maintain copies of all supporting documents related to every deposit
    - Post deposit information in QuickBooks for every deposit
    - Monthly Bank Reconciliations
  - Bill payments – Accounts Payable
    - Timely processing of accounts payable
    - Review all invoices, ensuring the expense is an allowable/approved OHSET expense – if unsure, ask
    - Post all invoices and expense payments to QuickBooks for payment processing
    - Print checks and send on to OHSET Board member with signing authority
    - Maintain copies of all supporting documents related to every expense payment, this may include but is not limited to invoices, email messages, receipts, etc.
    - No Board Member is allowed to sign checks when they are the Payee
  - Customer invoices – Accounts Receivable
    - Timely processing of all accounts receivable
    - Prepare and post customer invoices in QuickBooks
    - Print and mail invoices and or electronically send invoices to customer for payment
    - Maintain copies of all records associated with customer invoice and include with deposit records upon payment (No need to keep set of separate accounts receivable documents as they are available electronically)
    - Reconcile accounts receivable and send customer statements and/or additional reminder invoices as needed
- Responsible for keeping all OHSET financial records up-to-date in QuickBooks
- Responsible for reporting all financial information to OHSET Board of Directors
  - Monthly detailed bank account activity reports to Board
  - Monthly detailed deposit activity reports to Board
  - Other financial reports as requested
- Treasurer will act as the liaison between OHSET and the OHSET accounting firm
  - Contact accountant annually for filing of non-profit income tax reports
  - Send QuickBooks data file to accountant for income tax processing
  - Communicate with accountant on any matters related to or from the Internal Revenue Service regarding OHSET tax filing
  - Contact accountant with questions as needed

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- Attends OHSET State Board meetings and other special meetings as requested
- Attends OHSET State Championship, voluntarily or as requested
  - Process invoices and payment requests
  - Make bank deposits
  - Provide assistance where needed
- Works collaboratively with District Treasurers, insuring compliance with OHSET financial reporting guidelines
  - Develop and distribute semi-annual reporting documents for District use
  - Annually, audit two District's financial records
  - Assist District treasurers as needed
- Other duties
  - May be asked to research financial services and investment options for OHSET funds, and report to State Chair and/or Board
  - Other agreed upon duties as deemed appropriate by the State Chair and/or State Board