



Treasurer Position Description

The Treasurer handles all financial transactions for the Club including but not limited to the invoicing and collection of dues, and invoicing and collection of Benevolent Fund donations from the Club Membership and Sponsors. The Treasurer also handles financial transactions resultant from fund raising (income) of Club administration (expense). The Treasurer is responsible to balance the operational overhead costs with the Club's mission of maximizing charitable donations through the Benevolent Fund.

Responsibilities

- Deposits in a reliable bank, in the name of Shark Tooth Sports Car Club, Inc., all monies belonging to the Club no later than one (1) week after such funds are collected. Note: Bank accounts must be under the joint signature of the Treasurer and President.
- Handles accounts payable and accounts receivable for the Club.
- Reports to the Membership monthly, including YTD P&L and Balance Sheet for the Club.
- The Treasurer Reports Monthly on the availability of funds for Charitable Donation.
- Prepares and presents to the Leadership Team an annual budget for approval. Includes income and expenses and forecasts cashflow by month.
- Presents an annual vs. budget report quarterly to the Leadership Team.
- Makes available a true and correct written report of all financial transactions to Club members.
- Files and pays FL sales tax annually in December.
- Maintains a current copy of Florida Annual Resale Certificate for Sales Tax - form DR-13.
- Files Annual Report every year between January 1 and May 1 with the FL Department of State
- File IRS Form 990-N annually.

- Advises the Leadership Team not later than May 1 of each year that the required federal and state tax forms are ready for review, or provides specific government references as to why federal and state tax forms are not required. Note: Federal and state tax reporting is due May 15 for the previous year.

Skills/Abilities Required

- Knowledge of accounting practices and procedures
- Proficiency with applicable software applications, including QuickBooks and MS Office applications
- Strong attention to detail
- Discretion with club information
- Knowledge of applicable tax and reporting requirements
- Strong verbal and written communication skills
- Familiarity with Robert's Rules of Order