

Memo

To: *Interested Parties*
From: Executive Director
CC: file
Date: Updated August 2015
Re: Volunteer Position: Accountant/Treasurer

Serving as a volunteer Accountant/Treasurer at Pregnancy & Family Resource Center

Reports directly to Executive Director

Knowledge and experience using QuickBooks

Serves on Board of Directors. Desirable, but not mandatory to attend bi-monthly meetings

Responsible to ensure bank rec is completed each month (self or clerk)

Review books each month for errors and integrity. Make adjustments and journal entries as is needed

Enter budget as developed by Executive Director and/or board of directors at the beginning of each year

Track budget adherence throughout the year

Run simple, easy to understand bi-monthly reports for board of directors

May need to train and assist Executive Director in use of QuickBooks