**DISTRICT 5130 TREASURER**

**ROLE**:   
The District Treasurer is the Chief Financial Officer of the District and is responsible for all aspects of cash handling and collection, accounting and financial and tax reporting.

**RESPONSIBILITIES**:

A non-voting member of the District Board of Directors.

Manages various District budgets.

Records revenue by activity.

Handles disbursements, including expense reports for the DG, DGE, DGN and DGD.

Reconciles bank and financial statements.

Prepares audits and tax reports.

Attends events as needed.

Other District activities as assigned by the District Governor.

**QUALIFICATIONS**:

Be a member in good standing of a Rotary Club.

Accounting experience is required.

Must be adept at using accounting software, ideally Quickbooks.

**TERM OF OFFICE:**

3 years-­at the discretion of the standing District Governor.