

ROTARY INTERNATIONAL DISTRICT 5130

JOB DESCRIPTION

DISTRICT TREASURER

ROLE:

To shall serve as the District's Chief Financial Officer to oversee and manage District 5130 books, records, and bank accounts and administer the District's Accounting Policies and Procedures.

RESPONSIBILITIES:

- The position requires a time commitment of 5 – 10 hours per week based on District events/activities.
- Is a non-voting member of the District Board of Directors.
- Maintain the District bank accounts and update signatories.
- Ensure that proper records of income and expenditures are kept.
- Assist District Governor Elect with preparation of District budget.
- Work with District Secretary for annual club dues invoicing and collection.
- Report the status of the District's finances at the District Finance meetings.
- Ensure that all appropriate tax returns (federal, state, and local) are filed in a timely manner
- Engage outside professionals to assist in the preparation of these tax returns at the District's expense.
- Prepare a yearly financial report, to be presented at the district conference.
- Assist District Governor with annual summary report for Rotary International.
- Assist with annual audit committee meeting.
- Prepare annual Payment Card Industry compliance report.
- Prepare annual Secretary of State Statement of Information report.

QUALIFICATIONS:

- Be a member in good standing of a Rotary Club.
- Have a professional background as a Controller, Chief Financial Officer, and/or Certified Public Accountant or other comparable experience.

TERM OF OFFICE:

Three years--at the discretion of the standing District Governor, in consultation with the DGN and DGD.

STIPEND:

Annual stipend of \$4,200, paid in quarterly increments.