



LOSH Treasurer

The Treasurer shares fiduciary responsibility with the Financial Reporter for all LOSH monies. She is responsible for the two stages of accounting: collection, and processing of funds.

Duties:

- Collect cash from meetings, fundraisers, etc. after counted by another person and then verify deposit record form and second sign.
- Deposit funds into the SHJC bank account; deposits and checks are processed by SHJC accounting office. Work closely with SHJC bookkeeper for recording of deposits and processing check requests. The SHJC bookkeeper issues a monthly report in lieu of a bank statement.
- Review and approve check requests from LOSH members for expense reimbursement, charitable donations as approved by LOSH, or other specific needs.
- Submit original forms to SHJC accounting office and copies of all transactions to Financial Reporter.
- Chair/Co-chair the Budget Committee and be a member of the Funds Distribution Committee.
- Provide support and training for Guild Treasurers, as needed. Conduct training session at least once annually.

Skills: Detail oriented person who is willing to commit an average of 10-15 hours per month to position. Time can vary based upon fundraisers and activities, plus meetings.

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