



Kiwanis®

PENNSYLVANIA DISTRICT

Title: *District Treasurer*
Reports to: *District Governor and District Board*
Category: *Non-Exempt*
Status: *Part Time*

Introduction

The position of District Treasurer is responsible to the Governor and Board of Trustees for the efficient and financially sound operation of the District Office. This position oversees the District's financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations. Responsible to perform daily accounting tasks such as monthly financial reporting, general ledger entries via QuickBooks, and record payments and adjustments as required.

The District Treasurer shall be appointed annually by the Governor with the approval of the Board of Trustees assuming office with the Governor. This is a stipend position as approved annually by the Board of Trustees. The District Treasurer is a voting member of the Board of Trustees and as such is required to attend all quarterly board meetings.

Experience Seeking:

- Bachelor's degree in accounting, finance, or related field.
- CPA is a plus.
- At least 2-5 years of bookkeeping or accounting experience preferred.
- Excellent communication skills, both verbal and written.
- Experience with accounting software such as Quickbooks.
- Experience with Microsoft Office 365, e-mail and collaborative computer software specifically in Excel.
- Able to prepare, review and understand a financial statement and control budgets.
- Detailed oriented work.

Duties

- 1) Maintain financial and accounting records of the District.
- 2) Keep the financial accounts and records and be responsible for proper internal control procedures, including the receipt, deposit and disbursement of district and sponsored organization funds in the manner authorized and prescribed by the District Bylaws, District Policies, and District Board
- 3) Sign all checks for approved expenditures by the Board of Trustees.
- 4) Payment of bills and payroll are contingent upon written pre-approval by a member of the Finance committee.
- 5) Complete monthly financial reporting as prescribed in District policies from QuickBooks.
- 6) Record transactions in QuickBooks as reported by the District Secretary.



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- 7) Responsible for ensuring the Board approved 990 filings are filed on or before Feb 15th each year for Pennsylvania Kiwanis, Key Club and Circle K organizations or ensure extension paperwork is filed in a timely manner.
- 8) Serve as Financial Counselor to the District's Aktion Clubs, Key Clubs and Circle K Clubs under the direction of the District Administrators. This shall include making all disbursements, depositing receipts, establishing budgets, and establishing financial policy. This shall include negotiating and reviewing all contracts for these organizations that are not related to the annual conferences and conventions.