

ILLINOIS STATE CLUB OF SUN CITY WEST
TREASURER JOB DESCRIPTION

1. The Treasurer shall receive all monies and pay all bills owed by the Club.
2. The Treasurer shall keep an up-to-date ledger recording all financial statements.
3. The Treasurer shall perform miscellaneous duties such as, but not limited to,
 - a. Reconciling bank statements.
 - b. Preparing financial reports for meetings.
 - c. Retaining bank statements
4. The Treasurer will retain all financial records for a period of seven (7) years, including the current year.
5. The President shall verify the Treasurer's accounts monthly.

March 14, 2019