

Bloomington Monthly Meeting Society of Friends

Officer's Charge

Job Title: Assistant Treasurer

Term & Dates of Service: Appointment begins July 1 and ends June 30; may be reappointed annually.

Selection Process: The nominating committee proposes a candidate for approval by Monthly Meeting.

Qualifications

1. Member (usually) or regular attender of Bloomington Monthly Meeting.
2. Good organizational skills and data entry and management skills.
3. Time commitment is 1-3 hours per week including trips to the post office and bank.
4. Means of transportation to the post office, the bank and the meetinghouse.
5. Able to work in close cooperation with the Treasurer.
6. Able to follow directions.
7. Attends Meeting for Worship regularly.

Principal Job Duties

1. On weekly basis, collects mail from the post office, separating bills and contributions, and distributing the remainder to committee/officers' mailboxes in the meetinghouse.
2. Pays bills and reimburses people for Meeting-related expenses using the check writing function in Quick Books Online (QBO) (currently the accounting software program used by the Meeting). .
3. Enters the names of contributors, date of contribution, contribution identifier, and the amount of contributions in the Treasurer's logbook. Enters these donations in QBO.
4. Deposits money in the bank from contributions, donations to the Quaker Meal Fund, sales for the Books & Pamphlets Fund, Meetinghouse user fees and so on and enters these deposits in QBO.
5. Follows the detailed instructions for the Assistant Treasurer provided by the Treasurer. If in doubt about details not covered by those instructions, then the Assistant Treasurer must consult with the Treasurer before taking action. If the Treasurer is not available the Assistant Treasurer may consult with the clerk of Property & Finance or the Clerk to resolve the question, but those issues must be discussed with the Treasurer as soon as possible.
 5. Serves as an Officer, in accordance with Article 6 of the Bylaws. Executes negotiable instruments, in accordance with Section 8.1 of the Bylaws.

Coordination Required

Works closely with the Treasurer.

Bloomington Monthly Meeting Society of Friends

Officer's Charge

Budget Considerations

The Assistant Treasurer will submit a budget request for supplies to the Clerk of the Property and Finance Committee by last day of September each year. Costs associated with this position are in the Property & Finance Committee's budget line.