

POSITION DESCRIPTION: TREASURER

Definition: The treasurer position on the AFSCME Local 328 executive board serves as a link between the union's finances and union leadership.

Required Duties:

- Code invoices to appropriate budget account and money motion and send coded invoices to bookkeeper for payment processing
- Print checks for bills and other payments, obtain signatures on checks, attach check stub to invoice/check-request form and mail payments (or distribute reimbursements in person)
- Attend annual Council 75 financial-standards training
- Review budgets periodically for variances from actual expenses and income
- Deposit checks
- Review monthly bank statements and resolve any issues
- Confirm that payments have cleared the bank, stopping payment on checks if necessary
- Run monthly payroll for officer stipends
- Gather required documentation for annual taxes, work with CPA to ensure taxes are filed in a timely manner and sign completed tax returns
- Work with trustees to gather required documentation for annual audit, work with CPA to ensure audit is filed in a timely manner and sign completed audit
- Attend all executive-committee/-board meetings
- Submit a monthly report, including financial statements, to the executive board
- Check union email on a daily basis and respond to messages in a timely manner
- Check mail at the Council 75 office on a weekly basis
- Participate in all email votes

Suggested Activities:

- Provide budget updates to officers and committee chairs on a regular basis or as requested
- Comment on AFSCME Local 328 blog
- Participate on union social-media pages

Support: The Local 328 treasurer will receive a monthly stipend per the Officer Stipends policy.