



Treasurer

Primary responsibilities include:

- Handling payable/receivables in a timely manner, including but not limited to meet expenses, vender bills, and member reimbursements for KING Boosters-related charges
- Communication with vendors to resolve issues
- Reporting expenses and budget status at monthly board meetings
- Committee member for financial assistance program
- Reconciling bank account
- Budget development and monitoring
- Checking post-office box on a regular basis
- Payment and monitoring of annual PNS membership fees
- Work with CPA to file tax return annually
- Address KING Boosters financial requirements (501c3 status, IRS filings, etc.)
- Reconcile swim-a-thon donations, and provide frequent Swim-A-Thon status updates to Director of Fundraising
- Respond to President and/or board inquiries for financial and budget information.
- Other duties as requested by board or President.