

Treasurer

The Treasurer is responsible for managing the club's finances and ensuring accurate tracking of funds, expenses, and budgets. This role involves oversight of membership payments/dues, monitors club spending, and SOC compliance for club activities and events. This individual collaborates with other officers to budget events, manage reimbursements, and maintain organized financial records.

Key Responsibilities:

1. Financial Management & Record Keeping:

- Reconcile club bank statements and maintain accurate financial records.
- Track all club spending, including expenses for t-shirts, catering, and other miscellaneous costs.
- Manage website-related payments and renewal processes.
- Manage reimbursements for club expenses.

2. Event Budgeting & Expense Planning:

- Budget club events and track related expenses.
- Work with the VP of External Programs to determine expected costs for reserving event spaces and catering.

Qualifications:

- Strong attention to detail and organizational skills.
- Ability to manage and track financial records accurately.
- Proficiency with budgeting, Google Suite, and other related software for use of financial management.
- Ability to coordinate with officers when budgeting events and expenses.
- Professionalism and strong ethical standards expected for handling club funds and reimbursements.
- Prior experience in student organizations or club leadership is a plus.