

Superior Curling Club Treasurer

Primary tasks

- Provide a monthly report of club financials to the board of directors
- Propose an annual budget to the board of directors and working with the board and make adjustments as needed
- Manage money to maximize interest while maintaining easy access to the cash needed to run the club
- Ensure state and federal tax returns are completed on a timely basis
- Complete an annual audit of all financial transactions

Expertise/training requirements

- Must be proficient in the use of Quickbooks (can be trained as needed)
- Be able to complete the necessary tax filings
- Be familiar with tax codes or be able to find relevant tax code information when needed

Compensation for the treasurer is \$30 for every meeting that a financial report was submitted.