**ASSISTANT TREASURER - DISBURSEMENTS**

**Job Description**

***Reports to Treasurer***

**Required Skills:**

* Effective communication skills, both written and oral
* Computer skills

**Training:**

* Understand Budget process.
* Understand Voucher repayment process and know who is required to co-sign.

**Weekly Duties:**

* Pick up mail at chapter office once or twice weekly
* Pay bills through Chase online BillPay
* Pay using paper checks when necessary. Payment vouchers are made available to all members. If paper receipts are submitted, they must be attached with properly signed purchaser and approver.
* Monitor all ACH and automatic bill payments at Chase
* Post checks and ACH payment transactions in Quickbooks online

**Monthly Duties:**

* Work with treasurer in monitoring max funds allowed in bank accounts

**Other Specific Duties:**

* Attend training at the beginning of the fiscal year (June).
* Be sure to use Springfest forms compiled by Membership to engage every member who identified interest in helping.
* You may be responsible for writing an end-of-year report. This is due to the President no later than May 10th. If you do not have final data for your area, the report can be amended to update data when you have it. It is helpful to keep notes of activities and pertinent information as the year goes along. This report is extremely helpful to your successor.
* You may be asked to supply information to update the Member Handbook.
* Be familiar with the policies and bylaws/standing rules that pertain to your position.

Maintain detailed procedure notes

Work with Treasurer in educating membership on the use of vouchers, specifically at meetings and training.

Revise and update job description as needed and approve changes with President-Elect.

* Train incoming Assistant Treasurer - Disbursements

**Specific duties:**

Follow Assistance League of Indianapolis and National Assistance League® Policies and Standing Rules.

**Timeline (By Month):**

**Helpful Suggestions for Future:**

Signature / Date