



Pennsylvania Alliance of
Retirement Community Residents

JOB DESCRIPTION

Title: Treasurer-PARCR Executive committee

Description: The Treasurer shall be responsible for all financial aspects of the PARCR organization. The Treasurer provides for the custody of the organization's funds or other property the organization might possess and shall keep a separate bank account for the same. The Treasurer shall collect and receive or provide for the collection and receipt of any moneys donated, earned or due to PARCR and shall deposit these funds in his/her custody in such bank (S) or other places of deposit as the Executive Committee may designate. The Treasurer shall be held accountable for documenting all financial transactions of the organization, preparing the annual budget and audit, as well as the annual filing of the 990 IRS tax form required by the Federal Government so PARCR can retain its nonprofit status.

Election and Term of Office: The person filling this position shall be elected by the Executive Committee for a two-year term and can be reelected to an unlimited number of terms.

Specific Responsibilities:

- * Custodian of funds of PARCR
- * Shall maintain all bank accounts for the organization
- * Shall receive and or provide for the collection of all monies received in any manor for PARCR
- * Shall monthly, reconcile the bank accounts
- * Shall issue payment of all warrants as approved by the Executive Committee
- * Shall review all credit card accounts and pay monthly amount due
- * Shall prepare and present to the Executive Committee and/or the members a monthly report of revenue and expenditures as directed by the President
- * Shall prepare and file the IRS 990-tax form annually, prior to November 15
- * Attend Executive committee meetings with all records that may be required
- * Shall be custodian of all financial records of the organization
- * Shall be the signatory on all bank accounts and for all checks written for the organization

Qualifications:

- * Must be a resident of a CCRC and member of PARCR
- * Must have basic computer skills and can use Microsoft word, Excel, Power Point, and Zoom
- * Must have good communication skills
- * Must have basic accounting skills and knowledge of 990 IRS tax forms and procedures
- * Has the ability and willingness to work as a team player