

# **South Dakota Snowmobile Association (SDSA)**

## **Treasurer Job Description**

### **Job summary**

This position is responsible for all financial transactions, accurate maintenance of all financial accounts, filing of appropriate payroll and tax documents for the South Dakota Snowmobile Association (SDSA), a non-profit organization, with appropriate oversight by the SDSA President and the Board of Directors. The SDSA Treasurer shall report to the SDSA President for guidance and direction.

### **Responsibilities**

- Accurately maintain multiple checking accounts, savings accounts, and investment accounts.
- Process all income and expenses on a timely basis with appropriate documentation.
- Document financial transactions by entering account information into the QuickBooks accounting software.
- Completion of employee payroll on a timely basis along with all related tax payments and payroll tax reports.
- Completion and filing of appropriate Federal and State income tax documents on behalf of SDSA on a timely basis (Form 990, Form 990-T).
- Provide SDSA Board of Directors with a current financial summary at each of the four regular scheduled Board Meetings throughout the year as well as an annual report at the annual meeting of SDSA (August, November or December, February, and May).
- Develop the annual budget based on key financial events, trends, and current objectives of SDSA with input from the President and President-Elect prior to presentation to the Board of Directors for action.
- Oversee the development and observation of the organization's financial policies.
- Secure financial information by completing database backups.
- Compilation of convention booklet with information supplied by SDSA Executive Secretary.
- Serve as a member of the Investment Committee.
- Contribute to team effort by accomplishing related tasks as needed.

### **Competencies**

- Ability to operate a computer, internet, email, and accounting software.
- Knowledge of computer software operation: Quickbooks, MS Office, MS Excel, & MS Word.
- General Math skills.
- Ability to maintain a check register.
- Ability to communicate verbally and written.

### **Minimum Qualifications**

- Must have basic financial accounting knowledge.
- Must have a valid driver's license.
- High School diploma, on the job experience with financial accounting is a plus.

### **Summary of work conditions**

The SDSA Treasurer is a part-time position with the ability to work from home, independently processing the SDSA financial transactions and record maintenance. SDSA will supply a laptop computer to be used for processing SDSA financial documents.

Compensation for the SDSA Treasurer will be dependent on qualifications and will include a cash payment as well as travel expenses for required meetings.