

PROWUS Treasurer Job Description

Updated : 9/26/2020

Summary:

Manage PROWUS financials including disbursement of scholarship awards, provide feedback and vote on scholarships, and serve as an advocate of PROWUS.

Average time / month : 2-6 hours; more during scholarship review

Essential Job Functions:

1. Record deposits and payments for PROWUS bank accounts.
2. Prepare and mail Scholarship checks
3. Reconcile bank accounts each month and provide balance and activity at board meetings.
4. Prepare annual 990-N – Electronic Notice for Small Tax-Exempt Organizations
5. Prepare annual Balance Sheet and Income Statement
6. Prepare CT-12 – Annual report for Oregon Charities
7. Provide W-9 as needed
8. Leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission.
9. Attend all PROWUS Board meetings and vote on matters before the Board.
10. Participate as reviewer and voting member in the PROWUS scholarship process.
11. Participate in PROWUS fundraising activities.
12. Actively recruit additional PROWUS Board members.