



TREASURER JOB DESCRIPTION

JOB TITLE

Treasurer

SUMMARY DESCRIPTION

The Treasurer is responsible for Keisho's accounting including issuing tuition invoices, collecting tuition and payments, paying bills, issuing checks on behalf of Keisho, and helping to develop the annual budget. He/She works with the President and General Manager to ensure that appropriate financial reports are made available to the Board on a timely basis and manages the board's review of and action related to its financial responsibilities. He/She oversees an annual audit and reports the audit committee's findings to the Board. The Treasurer is a compensated Officer of the Corporation and is invited to participate in Board meetings, but is not a Board Director and thus not a voting member of the board. The Treasurer reports to the Keisho Board of Directors.

DUTIES AND RESPONSIBILITIES

- Issue and/or send out checks when requested and with President's/GM's approval
- Check the PO Box located at Cabin John Post Office (PO Box 142 Cabin John, MD 20818-8142)
- Deposit checks to Keisho bank account(s)
- Monitor Keisho bank account(s) to ensure a positive balance
- Pay rent to facility and other expenses as needed
- Prepare monthly income/expense summary charts based on bank statements
- Manage PayPal account
- Attend monthly Core meetings as much as possible
- Work with the President and GM to conduct an audit of Keisho financial practices annually
- Prepare tuition invoices as needed
- Collect tuition and other payments from Keisho families
- Organize financial files
- Communicate with the Board of Directors on financial/budget issues upon request
- Send out thank you letters to donors
- Maintain up-to-date Treasurer manual
- Develop Keisho budget with Core and board members
- Prepare accounting summary (Jan.-Dec.) for taxes
- Prepare/arrange Keisho income taxes



Washington Japanese Heritage Center (Keisho Center)

ワシントン日本語継承センター

keisho.org / facebook.com/keishocenter / info@keisho.org

P.O. Box 142

Cabin John, MD 20818

- Submit accounting summary (Sep.-June) to Board meetings
- Collect Early Registration and Yearbook forms
- Arrange annual greeting cards
- Assist the GM in updating and revising policy manuals annually and as needed throughout the year

QUALIFICATIONS

1. Working proficiency in Japanese and English.
2. Strong computer skills, especially bookkeeping software.
3. 1-2 years bookkeeping experience.
4. Certificate or BA degree in appropriate subject preferred.

TERMS OF EMPLOYMENT

School year: The Treasurer is expected to be present at Keisho during regular Keisho hours September - June. The Treasurer should be available by email 12 months of the year.

Compensation: \$25 per hour

Hours: 8:30 a.m. - 1:00 p.m. each Saturday