



## TREASURER JOB DESCRIPTION

### JOB TITLE

Treasurer

### SUMMARY DESCRIPTION

The Treasurer is responsible for Keisho Center's accounting, including monthly payroll, issuing tuition invoices, collecting tuition and payments, paying bills, issuing checks on behalf of Keisho Center, and helping to develop the annual budget. They are also responsible for verifying employment eligibility and performing background checks on prospective volunteers, employees, and Board Directors. They work with the President and General Manager to ensure that appropriate financial reports are made available to the Board on a timely basis and manage the board's review of and action related to its financial responsibilities. They oversee an annual audit and report 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

- Coordinate monthly payroll for all staff and submit own timesheet for approval by the GM and/or President.
- Issue and/or send payments when requested and with the President's/GM's approval
- Check the PO Box located at Cabin John Post Office (PO Box 142 Cabin John, MD 20818)
- Deposit checks and cash to Keisho Center bank account(s)
- Issue reimbursements to staff and volunteers for purchases
- Monitor Keisho Center bank account(s) to ensure a positive balance
- Pay rent to the facility and other expenses as needed
- Prepare monthly income/expense summary charts based on bank statements; share these documents with GM and President (and other Board members upon request)
- Manage PayPal account and bookkeeping software (currently QuickBooks)
- Attend monthly Core meetings as much as possible
- Manage the audit committee to conduct an audit of financial practices annually.
- Coordinate verification of employment eligibility for newly hired personnel.
- Conduct background checks of new hires and new Board Directors
- Prepare tuition invoices as needed



- Collect tuition and other payments (e.g., t-shirt donations) from Keisho Center families.
- Organize financial files
- Communicate with the Board of Directors on financial/budget issues upon request.
- Send thank you letters to donors
- Develop Keisho Center's annual budget with the budget committee
- Prepare accounting summary (Jan.-Dec.) for taxes
- Prepare/arrange Keisho Center income taxes
- Submit accounting summary (Sep.-June) to Board meetings
- Help collect Intent to Return forms and process early registration fees
- Arrange annual greeting cards
- Conduct annual audit for worker's comp from insurance company
- Conduct annual business filing requirements with government agencies (annual registration, tax-exempt certificate, others as needed)
- Assist the GM in updating and revising policy documents annually and as needed throughout the year
- Maintain up-to-date Treasurer Job Description and Financial Procedures docs
- Other financial duties as assigned, including but not limited to creating budget simulations and assisting in the submission of grant/loan applications and reports

## QUALIFICATIONS

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

## TERMS OF EMPLOYMENT

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

**Compensation:** See current pay schedule

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