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TREASURER JOB DESCRIPTION BENZIE COUNTY COMMUNITY CHEST

Introduction

The Benzie County Community Chest is a non-profit corporation registered in the State of Michigan which receives donations from individuals via an annual fundraising campaign. The Board of Directors distributes funds to other 501(c)(3) organizations which provide human services, cultural, educational or job training services to Benzie County residents.

Responsibilities

The Treasurer maintains financial records and is responsible for the annual filing of IRS Form 990 (may outsource with board approval), State of Michigan Registration to Solicit Donations and the Nonprofit Corporation Annual Report. Other duties include:

- Process donations, create deposit detail reports
- Process invoices, creates checks
- Manages PayPal account
- Create monthly check detail report, Statement of Position and Activity Report
- Reconciles bank accounts, creates reconciliation report and packet
- Submitting IRS 1099-NEC forms.

Work and Compensation

This is a volunteer, un-paid, part-time position with hours varying depending on the time of year. Typical month requires about 3 to 6 hours to perform the above responsibilities.

Qualifications and Skills

Analytical skills, detailed oriented, moderate accounting knowledge
Strong organizational skills regarding documentation and file or record-keeping
Strong verbal and visual financial reporting skills
Familiarity with QuickBooks
Substantial value for ethics and trustworthy operation

To express interest in this position, please send an email to benziecommunitychest@gmail.com.