



Council Treasurer Job Description (3/2019)

General Description

The Nevada County 4-H County Council Treasurer provides leadership to and coordinates all budgeting and accounting activities for the Nevada County 4-H County Council. The Treasurer a) receives, deposits, disburses and keeps a complete and accurate account of all monies and property of the 4-H Council, b) presents an up-to-date financial report at each meeting of the board and county council, c) gives reports of sub-account financial activities upon request as needed, and d) prepares and presents financial reports annually at year-end. The Treasurer must comply with all University of California (UC) and statewide 4-H Youth Development Program (YDP) financial policies.

Objectives

1. To help ensure effective management and operation of the county 4-H programming through good financial management.
2. To follow UC and statewide 4-H policies and procedures established to document financial activity in accordance with laws and regulations.
3. To handle funds properly and in accordance with the 4-H Council Constitution and Bylaws.
4. To assume primary responsibility of handling the organization's funds.
5. To stay informed of new UC and 4-H financial policies and make adjustments to financial management practices as necessary.

Specific Skills

1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H YDP, especially financial management policies and procedures.
2. Experience with accounting, budgeting and/or financial management.
3. Interest in administrative and management functions and tasks, particularly financial management.
4. Leadership skills.
5. Ability and enthusiasm to work with youth and adults from a wide range of socio-economic and ethnic backgrounds.
6. Enthusiasm, patience, understanding, and the ability to motivate youth and adults.
7. Ability to communicate effectively, and commitment to provide timely response to requests for information.
8. Good organizational and record keeping skills.
9. Strong computer skills and proficiency in related computer software programs for financial record keeping, or willingness to learn (currently using Quickbooks).
10. Become a 4-H Adult Volunteer prior to serving as the Treasurer.

Specific Responsibilities

1. Follow and abide by the 4-H Treasurer Job Description.
2. Collect data to develop an annual budget for the county 4-H YDP. Submit the budget to the 4-H Executive Board for approval. The annual budget will be approved by a vote of the County Council in July.



3. Keep accurate financial records, copies of invoices, bills, check requests, etc., related to the funds and property of the 4-H County Council, and account fully for all receipts and expenditures in the Treasurer binder.
4. Receive, record, and deposit all funds in a regulated bank or similar financial institution to the account established for the Nevada County 4-H County Council.
5. Pay bills and make other authorized expenditures appropriated in the budget or otherwise approved by the Executive Board in a timely manner.
6. Comply with all UC financial policies and procedures, outlined in the 4-H Policy Handbook.
7. Furnish electronically generated financial reports annually at year-end, or by September 15, and at such times as required by the Executive Board, County Council, County Project Coordinators, and/or 4-H YDP staff. Financial reports include a balance sheet and a statement of revenues and expenses (income statement).
8. Act as custodian of all funds and personal property of the 4-H County Council and keep a current list of all such property.
9. Prepare all financial records for an annual audit or peer review.
10. Have signature authority on the county 4-H Youth County Council checking account. Ensure that the two signature requirement for council checks policy is followed.
11. Provide training and support to the 4-H unit (e.g., club) treasurers related to their responsibilities, financial management, budgeting and accounting.
12. Provide support to the County Coordinators related to their responsibilities, financial management, budgeting, and accounting.
13. Support 4-H clubs in completion of required financial reports annually at year end, or by September 15.
14. Serve as an active member of the 4-H Executive Board and attend regularly scheduled Executive meetings and monthly Council meetings (monthly except for June, December, and August).
15. Support fundraising efforts for the entire 4-H Youth Development Program, including raising funds for operational, administrative, and programming expenses.
16. Work closely with the 4-H YDP staff.

Relationships

The Treasurer is responsible to the 4-H Council Executive Board and the 4-H YDP staff. The Treasurer cooperates with the other Executive Board members, as well as other adult volunteers, members and participants in the 4-H YDP.

Time Involved

The time needed to do the job varies throughout the year. It is estimated that a minimum of 8 - 12 hours per month throughout the year would be required to do this job well.

Term of Appointment

The Treasurer shall serve a two-year term and is elected by vote of the County Council.