



Treasurer
Board of Directors, Charles County Literacy Council, Inc. (CCLC)
Position Description

The Treasurer is a member of the Executive Committee of the Board of Directors and is responsible for the accurate recording of all receipts and paying of disbursements on a timely basis. The Treasurer maintains the CCLC checking account and financial records in a QuickBooks software program. Computer and spreadsheet proficiency is required. This position requires approximately 20 hours of actual work time a month and is a volunteer position. Additional hours are required to prepare quarterly and year-end taxes.

The duties of the Treasurer are as follows:

1. Attends all monthly meetings and presents a Statement of Financial Position at these meetings, which will include a beginning balance, income, expenditures and a month end balance. Balance will agree with the reconciled checkbook balance. This accounting is a part of the minutes of the meeting.
2. Meets once per month with the Executive Committee prior to the monthly CCLC meeting.
3. Pays all expenses incurred by CCLC on a timely basis either by check and electronic payments.
4. Is responsible for a County First Bank issued CCLC debit card.
5. Reconciles monthly the QuickBooks checkbook with the County First bank statement and presents a copy of the reconciliation to the President.
6. When hiring new employees, prepares federal and state forms required for new hires including IRS Form W-4, USCIS Form I-9, and Maryland Withholding Exemption certificate MW507. Reports new hires to Maryland New Hire Reporting agency and the Literacy Council's Insurance agency. Pays the Program Coordinator and other paid employees bimonthly, withholding appropriate payroll taxes.
7. Each quarter ending January 15, April 15, July 15, and October 15, prepares and pays payroll taxes, which includes electronic payments to the US Department of the Treasury (Federal withholding taxes and employers/employees Social Security and Medicare taxes); Comptroller of Maryland (electronic payment of Maryland withholding taxes), and Department of Labor Licensing Relations (electronic filing and payment of the Maryland Unemployment Insurance Quarterly Contribution and Employment Report and tax) using calculations provided by the QuickBooks payroll software.
8. Responds to all payroll and tax related inquiries and requests from the IRS, Maryland Comptroller's Office and Maryland DLLR
9. After fiscal year end (December 31), prepares and submits all federal and state annual fiscal reports on a timely basis. These include the annual electronic filing of the EPostcard for Small Exempt Organizations due May 15, Maryland Form COF-85 (for small charitable organizations not required to submit IRS Form 990) due June 30; State of Maryland Form 508 due (Maryland Withholding Annual Summary) and prepare a partial form of IRS Form 990 required for the United Way Partners application and Combined Federal Campaign application.
10. Prepares the budgetary information required for annual requests for funding.
11. By January 31 of each new calendar year: (1) prepares and mails each employee a W2 for Employees; (2) prepares and mails required W2 and W3 to Social Security Administration.

12. Prepares the budgetary information required for funding requests including grant applications.
13. Prepares a proposed yearly budget for approval at the December CCLC meeting.
14. Is prepared to present the Treasurer's records for audit at any given time if required.
15. Maintains and updates the Treasurer's handbook.
16. Presides at meetings in the absence of the President, Vice President, and Secretary, and appoints an acting Secretary.
17. Along with the other Executive Board members, evaluates the performance, and recommends salary action and hours of the Program Coordinator and other paid personnel.