



## **Assistant Treasurer Job Description**

Your general duties as Assistant Treasurer are to carry out the tasks and duties assigned to you by the County Party Treasurer. The division or assignment of duties from the Treasurer will depend greatly on the skill sets, interests and time availability of you and the Treasurer.

### **Ideal Qualifications**

- Organizational skills including the ability to organize and lead task oriented groups of volunteers;
- Knowledge of accounting and financial management practices, tools and techniques;
- Familiarity with computer based accounting systems (Quick Books), spreadsheet and database information management systems;
- Demonstrated leadership skills; and
- Developed oral and written communications skills.

### **Time Commitment**

- On average, expect a 3 – 5 hour a week commitment at minimum
- Attend Monthly Officer planning Meetings
- Attend monthly Executive Committee meetings
- Help prepare monthly financial statements for distribution to Executive Committee members
- Attend Central Committee meetings (2x annually)
- Meet weekly with the DPOD Treasurer to review financial matters, assigned tasks and status of financial activities of DPOD
- Attend all training meetings for Reorganization, caucuses, and County Convention and Assembly meetings (2x – 3x/year)
- Help with county fundraising events