



## County Party Treasurer Job Description

### Duties:

- (a) be responsible for the custody of all monies belonging to the Party,
- (b) be responsible for all the financial records of the Party,
- (c) balance all bank books monthly and maintain an up-to-date reconciliation against bank statements,
- (d) pursuant to state and federal laws and reporting requirements, file all Party financial reports of contribution and expenditures of money,
- (e) preside over the Party Finance Committee and have a vote thereon,
- (f) cause a financial statement to be presented at every regular Executive Committee meeting and prepare an annual Financial Statement to be sent with the call for the next Central Committee meeting.
- (g) prepare and propose a budget for the following fiscal year for the Central Committee and Executive Committee to be sent with notification of when the Executive Committee will adopt the budget.
- (h) have the authority, with the approval of the Chair, to appoint an Assistant Treasurer, and to remove same. The Assistant Treasurer shall assist the Treasurer in all designated duties and shall be a member of the Executive Committee,
- (i) the Treasurer may also appoint financial assistants in order to assist with the duties of the Treasurer, with approval of the Chair. These positions do not automatically include membership on the Executive Committee. (j) will specify all forms and procedures to be used in the handling of monies and financial records of the party and keep them updated as needed. The procedures will also include the process for executing the quarterly review of records.
- (k) oversee all firms and individuals who assist in the execution of the Treasurer's duties. Only duties and activities approved by the Executive Committee may be performed by an individual or firm, either paid or volunteer.
- (l) shall be responsible for submitting a monthly report on the status of the approved budget to the Executive Committee. This shall include; 1. a statement of budgeted versus actual expenses and revenues, and 2. proposed amendments, if any, to the budget.
- (m) will have a procedures manual specifying the details for the Budget and Financial Statements including how to organize and report the revenues and expenses of the Party, and
- (n) otherwise discharge the duties incumbent upon the office and provided in the Rules of the Colorado Democratic Party
- (o) manage the quarterly review process, as outlined in the rules

### 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

- Attend Monthly Officer planning Meeting
- Prepare monthly financial statements for distribution to Executive Committee members
- Attend Monthly Executive Committee meeting
- Weekly communications and/or face-to-face meetings with the DPoD office manager (or Director of Operations) to review all financial transactions, receipts, disbursements or other financial activities
- Conduct meetings of the DPOD Finance Committee; prepare agenda and required documents
- Assign duties to the Assistant Treasurer and communicate weekly
- Maintain a calendar of all reporting requirements to State and Federal regulatory and taxing entities, to assure that all filings and reporting is conducted in accurate and timely manner
- Be available throughout the week to respond to urgent financial issues concerning the DPOD..
- Manage the "buck bag" pass during central committee meetings, caucus, assembly, convention and help with major fund raising events