

ASSISTANT DISTRICT TREASURER

Rotary District 7930 needs a volunteer Assistant District Treasurer to learn the role and assist the current District Treasurer with its function. The District Treasurer is the Chief Financial Officer for the District and is responsible for all aspects of cash handling & collection, accounting, and financial & tax reporting.

Basic Responsibilities

- **Recording revenue for each event (District Conference, International Conventions, Foundation events).**
- **Invoicing Clubs and collecting dues and assessments (e.g., PETS).**
- **Managing all banking activities. (e.g., accounts, wires, checkbooks)**
- **Handing all Financial Accounting duties (reconciliation, financial statements, variance reports, management reports, tax filings & audits**
- **Evaluating all contracts & processing all disbursements. Maintaining files to support these endeavors.**
- **Supporting the District with planning, working events, participating in finance committee meetings, budgeting & financial leadership.**
- **Occasionally reporting the finances at meetings throughout the year and being prepared to answer questions.**

Qualifications

- **Rotarian in good standing.**
- **Accounting knowledge is required. Experience with the accrual method is helpful.**
- **Knowledge of Rotary funding procedures (Global Grant & District Grant) & district projects.**
- **QuickBooks desktop**
- **Strong attention to detail and accuracy, but to be flexible where necessary. Good communication and interpersonal skills for communicating with DG, DGE & DGN.**
- **Ability to work independently, meet deadlines and maintain confidentiality of financial information.**
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For more information, please contact

Arthur B. Schwartz

781.631.4767 (office) 617.834.4574 (cell)
781.639.3665 (fax) 978.336.5611 (fax 2)
President, Marblehead Rotary Club 2020-21
AG, District 7930 2021-22
District Treasurer 2021-22 2022-23

