

Job title	<i>Treasurer</i>
Reports to	<i>Clerk of the AQM Finance Committee</i>

Job purpose

- Maintain the financial records of the Quarterly Meeting
- Periodically report to the Quarterly Meeting

Duties and responsibilities

- Process check requests – periodic program expenses and expense reimbursements as well as the quarterly Covenant payments to PYM
- Process deposits – Monthly Meeting Covenant payments and JFC/MSFC Conference fees. – deposits must be deposited within 3 days of receipt.
- Work closely with Director of the Junior Friends Conference / Middle School Friends Conference and coordinate disbursements and payroll for the conference employees as well as providing updated income/expense reports vs budget for the conference.
- Process payroll for employee(s) including quarterly withholding taxes and meet all reporting requirements including annual reconciliations. (currently pay withholding for the conference employees one quarter a year with zero balance reporting for the other quarters)
- Reconcile depository accounts monthly
- Coordinate JFC/MSFC contract with George School (location of conference)
- Maintain accounting database
- Work with Finance Committee in production of a periodic audit
- Provide financial reports at least annually (Tenth Month) to Quarterly Meeting

Qualifications

- Good math skills
- Good communication skills
- Proficiency with Microsoft Word and Excel preferred
- Knowledge of ConnectNow accounting software a plus.