**HANCOCK COUNTY 4-H VOLUNTEER JOB DESCRIPTION**

**TREASURER**

**Title: Treasurer, Hancock County 4-H Leaders’ Association**

**Purpose:** Accurately manage and record financial transactions of the 4-H Leaders’

 Association.

**Responsibilities:**

* Keep records of all monies received and expenses incurred by the 4-H Leaders’ Association.
* Maintain checking/savings accounts of the Leaders’ Association.
* Pay all bills when due.
* Provide written and oral financial report at Leaders’ Association meeting.
* Give annual financial report at Leaders’ Association Banquet and provide a written copy to the Hancock County Extension Association Executive Committee.

**Skills/Knowledge Needed:** Experience managing diverse financial accounts.

 Experience organizing financial statements in a clear,

 legible format.

**Time Commitment:** 10 to 12 hours average per month for one year.

Updated September 2016