



Irvine 2/11 Marine Adoption Committee, Inc.
17595 Harvard Ave, Suite #C2270, Irvine 92614
www.Irvine211Marines.org, Irvine211@yahoo.com
a 501(c)(3) tax exempt organization, EIN#26-2790567

TREASURER

As an Officer of the organization and one of three signatures on the bank account, the Treasurer is a key role within the Committee. All Officers of the organization are registered with State and Federal NPO entities. It is a volunteer position.

The Treasurer participates on the Executive Committee and Advisory Committee as well as supporting the Committee operationally and all general events.

Role & Responsibilities:

The Treasurer routinely:

- aggregates donations from all sources
- accurately documents, logs and enters all financial transactions in QuickBooks
- handles banking transactions and reconciliation
- handles all book-keeping through QuickBooks
- creates QB financial reports periodically through the year and at year-end
- makes financial report at biweekly meetings throughout the year, accounting for bank balance, recent donations and expenses
- creates "P&L" for each event, tracking expenses and donations (cash and in-kind)

June 2012