

## **Friends of the Library Board Treasurer**

The Friends of Library Board is looking for a new individual to take on the role of Treasurer. The Treasurer will provide financial oversight and reporting to the Friends of Library Board. This is work of a moderately difficult nature, involving responsibility for the independent performance of financial transactions and related record-keeping tasks.

### **Time commitment:**

- Weekly for at least one year, preferably longer.

### **Other Meetings:**

- Monthly Friends of the Library Board meeting, second Thursday of the month from 12-1pm at the library.

### **Tasks & Responsibilities:**

- Deposit received revenues of checks, lobby sales and online donations
- Pay expenses for approved library requests and transfer funds
- Provide monthly reports for Friends of the Library Board and collaborate with annual budget draft
- Manage Friends of the Library accounts including tax reporting documents to the state
- QuickBooks online management.

### **Other requirements:**

- QuickBooks or Quicken experience useful but can be taught.
- Knowledge of PayPal and Squarespace for online donations
- An understanding of, and experience with, good financial management and reporting practices is preferred
- Ability to use computers