



ROLE OVERVIEW

The Treasurer of the LMSC is responsible for maintaining the LMSC financial records and administering financial transactions for the LMSC. The treasurer is also responsible for monitoring and tracking the LMSC annual budget.

KEY DUTIES & RESPONSIBILITIES

- Maintain financial records of the LMSC
- Process and deposit funds received by the LMSC
- Prepare and issue payments of LMSC funds
- Oversee preparation of LMSC annual budget
- Provide financial reports for the Board
- File required IRS tax returns and forms
- File required state tax returns and forms, if applicable
- Submit required reporting to the USMS national office
- Reconcile LMSC bank accounts on a regular basis
- Comply with USMS and LMSC financial controls

RECOMMENDED EXPERIENCE & SKILLS

- Basic bookkeeping skills
- Basic spreadsheet skills
- Detailed and process oriented
- Basic understanding of banking transactions
- Basic understanding of accounting software like Quickbooks, Quicken or similar programs preferred

RESOURCES

- National office - CFO and accountants
- USMS Treasurer
- Finance Committee
- LMSC treasurers
- Financial Operating Guidelines (FOG)
- LMSC Financial policies if applicable
- LMSC Standards