



Treasurer Job Description

The Treasurer is a full voting board member. In addition to regular board member duties, this position is expected to average 1-2 hours most weeks with an increase around the festival period and fundraising campaigns.

The Treasurer provides input to the board on the organization's finances. This includes providing up-to-date income and expense summaries as well as balance sheets and expounding on any extraordinary transactions or trends.

The Treasurer maintains the organization's bookkeeping using Quickbooks Online (QB). This includes:

- Entering the board approved budget into QB
- Entering all income and expense transactions in the appropriate accounts in QB per account numbers provided by the Executive Director
- Reconciling all entries with bank accounts
- Providing reports when needed
- Working with the Executive Director to complete tax forms including 1099EZ, 1099s, 1096, and sales tax report
- Write and deliver checks as needed (signed by board president or vice president)

To apply or for more information, contact Executive Director, Ethan Hecht.
Ethan.Hecht@MahlerFest.org or 720-310-8946.