



MNWS Treasurer

- Board Title:** Treasurer (Executive Board Position)
- Terms:** Volunteer Minimum of 2 Years
Limit of Two 2-Year Terms
Requires majority of MNWS member vote for election
- Requirements:** Complete Treasurer Responsibilities
Familiarize self with the by-laws on www.minnesotawatercolors.com
Attend Board Meetings
Attend "In Person" Events
Collaborate with MNWS Board
Coordinate and manage transition of role and responsibilities
- MNWS Mission Statement** "To further the development of the watercolor artist by providing a supportive environment with education, exhibition opportunities, promotion of public appreciation and greater visibility of the art".
- About the role:** The Treasurer has custody of MNWS funds and shall keep a full and accurate account of receipts, disbursements and financial records belonging to the organization. They shall deposit all monies into MNWS bank account, and shall write checks for expenses. Treasurer shall provide an accounting of his/her transactions as Treasurer and of the financial condition of the organization to the President and the Board of Directors at the regular meeting of the Board or, whenever they may require it. Complete simple tax requirements end of year.
- Responsibilities:**
- Record and deposit payments into bank account
 - Contact member if check returned for insufficient funds
 - Record and write checks for expenses from bank account
 - Generate and distribute to the Board a Financial Statement once per quarter: Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec
 - Generate and distribute to the board an End of Year Statement at the end of the calendar year (December 31) and a Yearly Report of Expenses and Revenue
 - Record and transfer funds from PayPal account to the Fidelity savings account into bank savings account
 - Balance checkbook and savings account with monthly bank statements
 - Provide Membership Chairperson with monthly PayPal revenue extract
 - Collect IRS W-9 forms from anyone that the MNWS pays \$600 or more per year.
 - Send IRS 1099-NEC tax statements to anyone that the MNWS pays \$600 or more per year
 - File an e-postcard federal tax return 990-N at the end of each calendar year
 - Keep records for the time specified by federal guidelines
 - Maintain and pay for our Business Key Insurance Policy
 - Update Treasurer role document(s) as needed for reference and post to Google Drive
 - Apply your creativity and ideas for improvement



**Experience
Recommended**

- Finance Management skills; good with numbers
- Interpersonal skills
- Communication skills (oral and written)
- Organization skills
- Computer skills: Quick Books (or willing to learn), general navigation, document creation/editing, Google Drive,