



Placer County 4-H Youth Development Program 4-H Council Treasurer Job Description

General Description

The 4-H Council Treasurer provides leadership to and coordinates all budgeting and accounting activities for the Placer County 4-H Youth Development Program (YDP). The Treasurer must comply with all University of California (UC) and 4-H financial policies.

Specific Responsibilities

- Meet with the Budget Committee to develop a Council Budget for the year.
- Account fully for all money that is received and/or spent.
- Pay all bills authorized for payment by the Council budget or Council members.
- Maintain financial records including copies of all invoices, bills and cash receipts related to the funds and property of the Council.
- Keep accurate, up-to-date records in the ledgers or on a computer using accounting software.
- Reconcile the ledger reports with monthly bank statements and communicate with the county 4-H office.
- Follow up with 4-H volunteers and parents as needed.
- Create monthly reports for coordinator groups upon request as needed.
- Attend each meeting of the council and present an up-to-date financial report.
- Keep an inventory list of Council property and equipment.
- Complete the Annual Financial Report.
- Give all financial records and treasurer's reports to the Council's Budget Committee for the year-end peer review.
- Supply copies of all end-of-year reports to the Council and the UCCE county office.
- Work in close communication with the county 4-H office to coordinate and input check requests, deposits, and other finance related procedures.

Time Involved

The time needed to do the job varies throughout the year. It is estimated that on average 8-10 hours per month throughout the year would be required to do this job well.

Term of Appointment

The Treasurer shall serve a two-year term, with eligibility for reappointment to another two-year term. There must be at least a two-year period after the second term before reappointment can be made to the same position. Applicants will go through an application and selection process led by a selection committee.



University of California

Agriculture and Natural Resources 4-H Youth Development Program

UC Cooperative Extension

Serving Placer & Nevada Counties



I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the Treasurer.

4-H Adult Volunteer

Date

4-H Youth Development Program Staff

Date

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