

## PASCOMMUCK CONSERVATION TRUST, INC. (PCT)

### DESCRIPTION OF RESPONSIBILITIES AND QUALIFICATIONS

#### TITLE: Treasurer

#### Qualifications:

- Must be an officer of the PCT board and be committed to the mission of the Trust.
- Have an ability to be able to present financial information to the Board at monthly Board meetings and annually at the annual meeting.
- An accounting background is not required but is recommended. At a minimum, should have experience working with numbers, reading and interpreting financial information and good presentational skills.
- Accounting and database software skills are a plus.
- Excellent written and oral communication skills.
- Ability to work closely with the President and other members of the board to accomplish Trust financial goals.

#### Time Commitments:

- Monthly Board meetings
- Accounting for monthly bank activity and reconciling bank statement monthly
- Creating Monthly Treasurer's Report
- Prepare financial statements at end of the year to give to the accountant for preparation of annual tax returns.
- Annual meeting in February

#### Responsibilities/ Duties:

- Oversee and monitor the Trust banking activity and cash management.
- Responsible for getting all tax returns prepared in a timely manner each year
  - Federal Form 990
  - Mass Division of Public Charities Form PC
  - File Mass Annual Report with the Secretary of the Commonwealth
  - Plant Sale Raffle tax returns with Mass Gaming Commission (twice a year)
  - File Form ABC: Property held for Charitable Purposes with the town of Easthampton annually.
- Present treasurer's report to the board at board meeting monthly.
- Oversee bank deposits which are made by other trust volunteers.
- Receive deposit information and enter into Trust accounting records.
- Present the Annual Treasurer's Report at the Annual Meeting in February.
- Assist with budgets for various grant proposals when appropriate.
- Maintain records for donor restricted contributions.
- Monitor and report on the annual membership renewal campaign.
- Provide financial advice to the board when requested.
- Work with board and insurance company to ensure that Trust Property is properly insured and secure insurance for the Directors and Officers of the Board.