

The Nature Artists' Guild of The Morton Arboretum Treasurer Job Description

The Treasurer is a key position on the board, serving as the custodian of our funds and providing input on budget issues and financial planning.

The Treasurer's responsibilities include:

- Process receipts and payment of bills
- Generate monthly report
- Coordinate Annual Audit
- Attend monthly Board Meetings (first Thursday evening of each month)

The Guild's financial records are fully computerized using QuickBooks Pro software. Checks are printed by the software, and reports are created using QuickBooks.

Software Used: QuickBooks Pro (Windows) and Excel or other spreadsheet software.

Equipment required: PC and Printer (checks are printed by the computer)

The Guild pays for checks and software upgrades.

Time commitment:

March – August: (1-2 hours per month)

- Record and deposit receipts; pay bills; generate monthly reports
- Spring Exhibition: coordinate with Ways and Means

October – January: The busiest time of year, when members are paying annual dues. (8 to 10 hours per month)

- Record and deposit receipts; pay bills; generate monthly reports and year-end report
- Generate budget and arrange for annual audit
- Process membership renewals – coordinate with Membership Chair and Publications Chair; make deposits
- Holiday Exhibition: coordinate with Ways and Means
- Holiday Party: collect raffle money and membership renewals

Recommended abilities/knowledge:

- Computer literate (Windows)
- Basic knowledge of Microsoft Office Excel would be helpful
- Previous exposure to QuickBooks, Quicken or other accounting software

Our current Treasurer, Peggy West, will train and work with the new treasurer during the transition.