

COLORADO REGION SCCA  
TREASURER

JOB DESCRIPTION: This position is filled annually by vote of the Region Board of Directors. . The Treasurer is responsible for the financial activities of the organization.

Duties include performing the following functions

- Maintain accounting records in accordance with Generally Accepted Accounting Principles
- Maintain corporate bank accounts
- Submit all required financial documents and reports to external organizations
- Coordinate the annual review of the organization's books
- Direct the preparation of and monitor the organization's annual operating budget
- Shall have care and custody of, and be responsible for all funds, merchandise, and assets of the Region.
- Reports financial status of Region to Members and Directors.
- Obtain tax exemption certificate if required.
- Ensure preparation and filing of tax returns in accordance with the Internal Revenue Code of the United States and other controlling jurisdictions
- Assume all duties assigned by the Board and the Regional Executive

QUALIFICATIONS: Must be a member in good standing of the Colorado Board of Directors.

This document may be revised at any time with a majority vote of the Colorado Board of Directors

Revisions:

First Draft November 12, 2012

Approved: January 8, 2013