

Mountain Post Santa's Workshop
TREASURER
Position Description

DESCRIPTION OF DUTIES:

- Is responsible for all funds collections, disbursements and financial record keeping for the organization.
- Prepares a monthly financial report.
- Provides copies financial reports to all board members at each board meeting.
- Maintains a record and account of all property of Santa's Workshop.
- Arranges all audits, which will be done annually by an uninterested third party or upon change of Treasurer.
- Maintains Insurance for MPSW to include bonds for the President, 1st Vice President, 2nd Vice President, 3rd Vice President, and Treasurer.
- Is responsible for filing taxes
- Maintains the 501(c) 3 requirements with the Secretary of State of Colorado.
- Attends all Board Meetings.
- Attends and supports all activities, events and fundraisers.
- Tracks and submits own volunteer hours on VMIS.
- Supports the philosophies and guidelines of the organization.

TIME COMMITMENT:

- Approximately 30-35 hours per month. Monthly hours will vary depending upon activities. The busiest months for events are October-December and May/June.

LENGTH OF COMMITMENT:

- Board Year running 1 April-31 March

WORK LOCATION:

- Mountain Post Santa's Workshop, building 1045 Wallace Street Fort Carson
- Various locations for fund-raisers

