



# Mountain Post Santa's Workshop

## Treasurer

### Position Description

#### **DESCRIPTION OF DUTIES:**

- Responsible for all funds collections, disbursements, and financial record keeping for the organization.

#### **Throughout The Year:**

- Prepares a monthly financial report.
- Provides copies of financial reports to all board member at each board meeting.
- Maintains a record and account of all property of Mountain Post Santa's Workshop.
- Arranges all audits, which will be done annually by an uninterested third party or upon change of Treasurer.
- Maintains insurance for Mountain Post Santa's Workshop to include bonds for the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Inventory Assistant/Purchase Manager, and Treasurer.
- Responsible for filing taxes.
- Maintains the 501© 3 requirements with the Secretary of State of Colorado.
- Maintains own continuity binder.
- Attends all board meetings.
- Attends and supports all activities, events, and fundraisers.
- Tracks and submits own volunteer hours on Army Family Web Portal.
- Supports the philosophies and guidelines of the organization.

#### **Shopping Week Support:**

- Attends shopping week.

#### **Time Commitment:**

- Approximately 30-35 hours per month.
- The busiest months are October-December.
- Monthly hours will vary depending upon activities.

#### **Length of Commitment:**

- Board Year running 1 April-31 March.

#### **Work Location:**

- Physical location of Mountain Post Santa's Workshop Fort Carson.
- Various locations for donation pick up and fundraisers.
- Locations for meeting and/or planning events.

**Uniform:**

The Treasurer will be provided and maintain a MPSW logo polo to be worn when necessary.