

Branch Assistant Treasurer Position Description

Position Purpose:

The Assistant Branch Treasurer is responsible for assisting the Branch Treasurer in in the maintaining of Branch financial records, and in the absence of the Treasurer shall perform the duties of, and be governed by, the same Policies and Procedures and Branch Treasurer position description.

Primary Responsibilities:

- Serve as an Officer of the Branch and a member of the Branch Executive Committee.
- Assist the Branch Treasurer and perform duties as assigned.
- Learn to perform the duties of the Branch Treasurer as found in that position's Position Description.
- Perform such duties as assigned by the Big Sir, BEC, Branch Secretary or described in the SIR Policies and Procedures.

SIR Leader Expectations, Skills and Knowledge Required.

- Basic understanding of bookkeeping and accounting.
- Ability to learn the Branch bookkeeping system.
- Knows how to use a checkbook to write checks; and to record receipts and expenditures.
- Knows how to balance a bank statement.
- Can use email, Word, and Excel (or their equivalents) effectively.
- Works to demonstrate the SIR Leader Valued Behaviors.

Tools Needed:

- Has a computer with tools that supports Printing, Email, Word, Excel, and
- Creation/viewing of PDF files. (or equivalents in MAC world or Open Office)
- Has Email capable sending and receiving large attachments.

(Updated 2/28/19 P&P Committee)