

State Assistant Treasurer Position Description

Position Purpose:

The State Assistant Treasurer is a State Board Member, primarily responsible for updating the SIR state database with the current Form 28 data submitted by the Branches.

Primary Responsibilities:

- Report to the State Treasurer.
- Serve as a State Board member, actively engaged in managing the affairs of the SIRinc organization.
- Input the current month's Form 28 data received from the Branches into the Microsoft Access database.
- Provide assistance to Branch Treasurers in resolving errors and data interpretations in order to arrive at an accurate description of the Branches' cash position at month-end.
- Act as backup to the State Treasurer in his absence.

SIR Leader Expectations, Skills and Knowledge Required:

- Use internet, e-mail and Microsoft Word effectively.
- Has computer skills to learn familiarity with the Microsoft Access Database program and Microsoft Excel spreadsheet program.
- Has a basic understanding of general accounting principles.

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