

Position: Treasurer

Responsibilities:

- Coordinate with EWB-USA on project funding and review chapter account status.
- Manage chapter petty cash account.
- Coordinate, review, approve and submit project team's expense requests.
- Maintain financial records (receipts, request, reimbursement, donation, etc)
- Collaborate with the Fund Raising Committee in fund raising effort and funding/donation management.
- Participate in meetings including but not limited to Executive Committee meetings, chapter meetings, and fund raising meetings as necessary.
- Prepare annual financial report.

Skills Required:

- Access to a computer
- Ability to organize financial record in a computer data base. EXCEL or QuickBooks preferred.
- This person should be organized.
- Ability to work in a team environment.

Time Commitment: 1 hour per week on average in addition to meeting attendance. Meeting time commitment ranges from 4 to 6 hours a month depending on chapter needs.

Service Period: Two years