

Basic Position Information

Position Title	Medical Equipment and Supplies Abroad Foundation, Inc. Treasurer
Purpose Statement <i>3-5 sentences providing overview of position and department</i>	The Treasurer’s function is to ensure accurate accounting of all financial aspects of the Corporation. Also, to oversee all spending and income for the Corporation along with all business and all government reporting.
Appointed by <i>Person who appoints volunteer into position</i>	The position of Treasurer serves at the discretion of the Trustees
Reports To: Job Title and Name <i>Type the formal job title this position reports to and the name of the person in that position</i>	The Treasurer reports the M.E.S.A. Chair. Currently the M.E.S.A. Chair is PDG Gary Newton.

Position Description Information

Key Responsibilities	<ul style="list-style-type: none"> Accounting for financial activity of M.E.S.A. Government reporting, 990ez, Payroll reporting, etc. Depositing all income, Paying expenses. Prepare monthly financial reports and present at board meetings. Reviewing annual results with outside CPA. Encouraging and supporting fundraising. Work closely with warehouse manager.
Time Commitment <i>i.e. Approximate # of hours per week or month</i>	<ul style="list-style-type: none"> Varies, during and soon after the annual Bike Tour 15 hours per week Other time approximately 5 hours per week
Qualifications <i>Please indicate which qualifications are required vs preferred</i>	<ul style="list-style-type: none"> An in-depth understanding of non-profit accounting Knowledge of federal, state, and local payroll and personnel requirements Knowledge of Quickbooks, Excel, Word, Adobe
Training Requirements <i>Please provide training requirements and expectations from Learning Center if applicable</i>	<ul style="list-style-type: none"> No specific Rotary training is required
Minimum Length of Appointment	<ul style="list-style-type: none"> Minimum three-year commitment, renewable