



TREASURER JOB DESCRIPTION

JOB TITLE

Treasurer

SUMMARY DESCRIPTION

The Treasurer is responsible for Keisho Center's accounting including monthly payroll; issuing tuition invoices; collecting tuition and payments; paying bills; issuing checks on behalf of Keisho Center; and helping to develop the annual budget. He/She is also responsible for verification of employment eligibility and performing background checks of prospective volunteers, employees, and Board Directors. He/She works with the President and General Manager to ensure that appropriate financial reports are made available to the Board on a timely basis and manages the board's review of and action related to its financial responsibilities. He/She oversees an annual audit and reports the audit committee's findings to the Board. The Treasurer is a compensated Officer of the Corporation and is invited to participate in Board meetings, but is not a Board Director and thus not a voting member of the board. The Treasurer reports to the Keisho Board of Directors.

DUTIES AND RESPONSIBILITIES

- Coordinate monthly payroll for all staff and submit own timesheet for approval by the GM
- Issue and/or send out checks when requested and with President's/GM's approval
- Check the PO Box located at Cabin John Post Office (PO Box 142 Cabin John, MD 20818-8142)
- Deposit checks to Keisho Center bank account(s)
- Monitor Keisho bank account(s) to ensure a positive balance
- Pay rent to facility and other expenses as needed
- Prepare monthly income/expense summary charts based on bank statements; share these documents with GM, President, and other Board members
- Manage PayPal account
- Attend monthly Core meetings as much as possible
- Work with the President and GM to conduct an audit of financial practices annually
- Coordinate verification of employment eligibility for newly hired personnel
- Conduct background checks of new hires and new Board Directors
- Prepare tuition invoices as needed
- Collect tuition and other payments from Keisho families



- Organize financial files
- Communicate with the Board of Directors on financial/budget issues upon request
- Send out thank you letters to donors
- Maintain up-to-date Treasurer manual
- Develop Keisho Center annual budget with Core and board members
- Prepare accounting summary (Jan.-Dec.) for taxes
- Prepare/arrange Keisho Center income taxes
- Submit accounting summary (Sep.-June) to Board meetings
- Collect Early Registration and Yearbook forms
- Arrange annual greeting cards
- Assist the GM in updating and revising policy manuals annually and as needed throughout the year
- Other financial duties as assigned, including but not limited to creating budget simulations and assisting the submission of grant/loan applications and reports

QUALIFICATIONS

1. Working proficiency in Japanese and English.
2. Strong computer skills, especially bookkeeping software.
3. 1-2 years bookkeeping experience.
4. Certificate or BA degree in appropriate subject preferred.

TERMS OF EMPLOYMENT

School year: The Treasurer is expected to be present at Keisho during regular Keisho hours September - June. The Treasurer should be available by email 12 months of the year.

Compensation: See current pay schedule

Hours: 8:30 a.m. - 1:00 p.m. each Saturday