

Art Council of Southwest Florida



JOB TITLE: Treasurer

POSITION REQUIREMENTS:

- Must be a Full Time Florida Resident

JOB DESCRIPTION:

The Treasurer is responsible for the finances of ACSWF and the COCO Galleries. The Treasurer shall:

- Prepare annual budget of the organization.
- Pay all bills of the organization.
- Make all disbursements by check and ensures that they are covered by receipts.
- Be included in all financial matters of the organization. Keep an account of all receipts and expenditures of the organization.
- Reconcile the bank accounts monthly.
- Make investments with the approval of the Board.
- Make monthly report of financial condition of the organization to the Board.
- Make financial books available for Auditing Committee or review by any interested member.
- Assist Auditing Committee when requested.
- Collect moneys from dues, sales, donations, receiving (show entry fees), etc. and deposits them in the organization's checking account. In some instances, organizations require an invoice to trigger payment of moneys owed.
- Reimburses members for their approved Art Council business expenses.
- Pays artists if sales of their artwork are made through the co-op gallery or Art Council-sponsored shows.
- Track artists' sales at Council-sponsored shows and through co-op gallery. Reports sales of \$600 or more by an individual artist to IRS in any tax year.
- Files Annual Report to the State of Florida on or before May 1
- Files Quarterly Sales Tax report and pays Sales Tax to the state.
- Maintains a list of the physical assets of the organization.
- At conclusion of term of office, will accompany the newly elected President, Treasurer, to the bank to update authorized signatories (outgoing President must also be present)