

WRJ Mission Statement

Women of Reform Judaism (WRJ) strengthens the voice of women worldwide and empowers them to create caring communities, nurture congregations, cultivate personal and spiritual growth, and advocate for and promote progressive Jewish values.

District Treasurer

Department: Executive Committee

WRJ Resources:

- WRJ Professional, Department of Programs and Affiliate Services
- WRJ Executive Director

Objectives:

- Maintain district books in QuickBooks, or similar software program
- Monitor district's financial operations
- Responsibly handle the income and expenses of the district
- Keep the district president and district board informed of all activity
- Directly supervise financial and/or membership secretary, if this position exists

Expectations:

- Knowledge of and abide by WRJ's mission statement
- Be able to be the public representative of WRJ
- Develop leadership potential of other board members
- Perform as a role model
- Be aware of all duties and obligations of your position
- Keep district notebook current with correspondence, results of your efforts, mailings when appropriate, and minutes. At the end of your term, turn your notebook over to your successor.
- Attend all district events including board meetings, interims, area days, and conference calls
- Attend WRJ Fried Leadership Conference when possible
- Present reports at district board meetings, interims, and district conventions
- Communicate with district president on a regular basis
- Be active in your local sisterhood

Responsibilities:

- Become familiar with the WRJ Central District Bylaws and Policies noting the responsibilities that specifically relate to your position
- Receive all monies of the district and deposit in a timely manner
- Write all checks. Requests for reimbursements and any bills/invoices/payments are sent with an Expense Reimbursement Request and its corresponding bill to the district president who approves the request and forwards to the treasurer for payment.

Job Description – Treasurer
05/2019

- Monitor bank account(s) and reconcile monthly
- Submit monthly bank statements and bank reconciliations to WRJ. This includes all bank accounts such as checking, money market, CD, credit union, etc. If the bank only provides quarterly statements for a money market or CD, those should be sent to WRJ as received.
- Maintain old records and materials that are passed on to you from the prior treasurer
- Assure that your records are passed on to the subsequent treasurer
- Serve as a member of the Central District Finance Committee
- Submit a financial report at each board meeting, interim and district convention
- Keep president apprised if actual income and/or expenses vary materially from the approved budget
- Submit balance sheet (Statement of Position) and profit and loss statement (Statement of Activities) to WRJ at the end of each fiscal year (June 30)
- Provide WRJ with all information requested as part of the WRJ audit process
- Prepare an annual budget and send a copy to the president. This budget must be approved by the district executive committee at least four (4) weeks prior to the time the District budgets need to be approved by WRJ. This includes both the operating budget and a convention or event budget.
- If the district does not have a financial or membership secretary, the treasurer will bill for and collect district dues as well as keep accurate records of membership
- Be familiar with WRJ's 'Mandated Financial Policies and Procedures for ALL Districts' and the 'Proposed Financial Policies and Procedures for WRJ Districts'

Qualifications:

- Working knowledge of QuickBooks, or similar software program
- Bookkeeping knowledge and experience are a necessity
- Be able to devote the necessary time to fulfill your duties

Chairs (possible positions):

- Membership