

Maxwell-Gunter Officers' Spouses' Club
Administrative Treasurer
Job Description

Reports to 1st Vice President

- Read and comply with MGOSC Expectations for All Board Members.
- Assist the Charitable Treasurer in her duties and act as Charitable Treasurer as needed.
- Oversee the receipt and collection of all monies payable to MGOSC.
- Be custodian of MGOSC's financial records and accounts.
- Cosign checks as needed and ensure all checks have two signatures. Coordinate with Charitable Treasurer to make sure Signature card is updated at Bank.
- Report monthly the financial status of the MGOSC with written copies to be given to the Board of Directors.
- Call meetings of the Administrative Budget Committee no less than twice yearly and as needed, to propose an initial budget in May, to be approved by membership in May, and a midyear review in Jan. only for the Board of Directors.
- Serve as Administrative Budget Committee Co-Chairman.
- See that the Administrative Fund, composed of membership dues, is utilized for operating expenses and for carrying out the MGOSC's purposes.
- Monitor funds raised to defray expenses under the sponsorship of the MGOSC.
- Coordinate with the President, who must submit an end-of-year financial report to 42 FSS/FSR no later than June 20th.
- Submit MGOSC Administrative financial documents to the accountants as soon as possible after May 31 bank statement is received. State taxes must be filed by Aug 15th and federal taxes by Oct 15th.