



Comox Valley Horticultural Society

Position Description: Treasurer

Duties include:

- Possesses a knowledge of bookkeeping;
- Possesses a knowledge of accounting practices;
- Possesses a knowledge of computerized accounting software;
- Organizes accounts;
- Analyzes accounts;
- Prepares monthly bank reconciliations;
- Attends Board Meetings (first Wednesday of every month);
- Prepares financial statements for Board meetings;
- Responds to questions from those at Board meetings regarding financial statements, income and expenditures;
- Prepares financial statements for Annual General Meetings;