



4-H Junior Leader Treasurer Role Description

Qualifications:

- Interest in learning how to properly handle money
- Must be able to work well with numbers (math)

Skills:

- Positive attitude and team player
- Good communicator
- Honest and reliable

Responsibilities:

- Work with club officers and leaders to develop a budget for the year.
- Keep accurate, up-to-date records of all club funds. This includes receipts and expenditures, and the balance on hand.
- Pay bills as approved by the club.
- Balance your club's account each month.
- Report the club's financial condition at each meeting or as requested by the President.
- Help plan any fundraising activities for your club and work with the club advisor to fill out required paperwork.
- Keep a record of the club's inventory.
- Work with club advisor to prepare required annual reports.

What you will gain from this:

- Career readiness skills
- Learn how to create financial reports
- Record keeping skills
- How to budget funds for your organization