

**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