**JOB DESCRIPTION**

**Treasurer**

Putnam County Habitat for Humanity

**Reports to:** PCHFH Board of Directors

**Employee Status:** Volunteer

**Responsibilities**

**1. Financial**

* Serves as Treasurer for the PCHFH Board of Directors. The treasurer shall:   
  (a) have custody of all funds and securities belonging to the corporation and receive, deposit or disburse the same under the direction of the Board of Directors   
  (b) assist Office Manager in keeping full and accurate accounts of the finances of the corporation in books especially provided for that purpose   
  (c) work with our accounting firm(s) to cause such returns, reports and/or schedules as may be required by the Internal Revenue Service and the state taxing authorities to be prepared and filed in a timely manner   
  (d) cause true statements of activity such as Monthly Cash Position Report, Quarterly Cash Projection Reviews and Annual Cash Projection all in reasonable detail, to be prepared and submitted to the board of directors   
  (e) attend monthly Board of Directors Meetings and Critical Home Repair Meetings; attend Finance Team Meetings  
  (f) in general, perform all duties incident to the office of Treasurer

**3. Required Skills / Experience**

* Working knowledge of QuickBooks software, Microsoft Office, and computer networking Working knowledge of Keystone software a plus
* Basic understanding of accounting principles
* Must be a good listener and be able to engage in well-considered discussions
* Must have good anticipatory abilities and personally act on same as need arises

**Please express your interest in the Treasurer position to Anne Coburn-Griffis, Putnam County Habitat for Humanity's Executive Director by calling 419-523-9621, emailing** [**director@putnamohhabitat.org**](mailto:director@putnamohhabitat.org)**, or visiting our office at 150 N. Oak Street, Ottawa, OH 45875.**