



SAKC Treasurer's Role

Requirements:

2 years in surety industry with any combination of carrier/agency company background in any role

Responsibilities:

- Collect payments received/made via credit card, check, or cash;
- Make and retain copies of all payments received/made for our annual audit;
- Provide the Board with a monthly summary of accounting no later than 10 days after month-end;
- Deposit all cash/checks with the bank and record amounts, dates, check numbers;
- Track event registration and payment and follow-up to ensure payment;
- Issue invoices for events upon request;
- Maintain online payment accounts and bank accounts, which includes making payments for these services, keeping passwords secure,
- Oversee the "Outings Committee" which includes the Golf Tournament, Royals Game, Harvesters, and Habitat for Humanity