



## **JOB DESCRIPTION**

### **Treasurer**

The Oak Park Concert Chorale, since its founding in 1981, has emerged as one of the Midwest's leading choral ensembles featuring both a cappella and accompanied performances. Based in Oak Park, the chorale consists of approximately 30 singers who offer highly artistic performances of varied and exciting choral music. The Oak Park Concert Chorale, a 501(c)(3) not for profit organization, is partially sponsored by a grant from the Illinois Arts Council, a state agency, and is partially funded by the Oak Park Area Arts Council, in partnership with the Villages of Oak Park, Forest Park and River Forest, and the Illinois Arts Council, a state agency.

The **OPCC Treasurer** is responsible for all accounts payable, banking and tax activities including bookkeeping, collecting and accounting for choir funds, writing checks, tracking receipts and expenditures against the budget, etc. The Treasurer attends all Board of Directors meetings and provides oral and/or written reports of activities and financial records as directed.

#### **RESPONSIBILITIES:**

- Prepare a monthly treasurer's report and present to the Board of Directors.
- Prepare a year-end report and present to the Board of Directors.
- Prepare a financial report for the Annual Meeting.
- Serve on Finance Committees and help prepare annual budget.
- Receive and promptly bank all monies (i.e. count and deposit all monies to OPCC's chosen bank: presently Community Bank of Oak Park.)
- Pay all approved bills and check requests.
- Obtain, complete and file 1099 Miscellaneous IRS Forms. This reports earning of paid employees (Director, Business Manager, Financial Secretary, and Treasurer). Provide copies to employees and IRS.
- Obtain prepare and file 990 EZ IRS Form. This form is used to report financial records to IRS for Organizations exempt from income tax. This form must be submitted by November 15.
- Ad hoc related duties as assigned by the Board of Directors and/or Music Director

#### **QUALIFICATIONS:**

Ideal candidates will possess a combination of the following skills:

- Bookkeeping or accounting background
- Competent, conscientious, and professional
- Flexible schedule which allows for daytime as well as evening/weekend hours as needed to conduct the business of the Chorale;
- Ability to provide own transportation.
- Detail Oriented
- Excellent computer skills, especially front office applications (Excel, Word, email, etc.);
- Familiarity with accounting software such as Quick Books or Quicken
- Self-starter

**The Treasurer is a part-time, hourly position, requiring approximately 2-5 hours a week.** This position is under the supervision of and accountability to the Board of Directors and the Music Director. The Treasurer may hold other employment, as long as he/she is able to fulfill the responsibilities of his/her position to the Chorale.