

Job Description

Treasurer of the Friends of the Larchmont Public Library, Inc.

The Friends of the Larchmont Public Library, Inc., is a New York not-for-profit corporation and an accredited 501(c)(3) charity ("FOL").

The FOL seeks a person or persons to serve as Treasurer or Co-Treasurer commencing June 1, 2018.

The Treasurer's responsibilities include:

- Service as an FOL officer and as a member of its Board of Directors.
- Prepare bi-monthly financial report to the FOL Board of Directors, including balance sheet and statement of income & expenses; report on same at Board meetings
- Prepare and submit FOL's annual US and NYS tax returns (internally or with an outside accountant that may be retained by the Friends);
- Work with FOL's membership committee in the processing and handling of donations to Friends (general donations, magazine subscriptions, annual appeal donations, matching gifts, and major donations);
- Deposit checks, credit card receipts and cash into FOL bank account (currently at Wells Fargo Bank);
- Issue checks for approved invoices;
- Issue checks for approved grants to the Larchmont Public Library;
- Reconcile bank accounts with Quickbooks;
- Other reporting to FOL officers and committee chairs regarding special event income and expenses (Spelling Bee, Mini-Golf, Scarecrow Fest, etc.), and magazine support income.

The position requires familiarity with, or a willingness to become familiar with, Quickbooks and (to some extent) working with Salesforce, FOL's new internet-based customer, revenue and membership database platform.

Please send a resume and statement of interest and qualifications to friendsoflarchmontlibrary@gmail.com.