

Job Description of NJS Treasurer

Embody the mission of New Jersey Swimming

“Advancing competitive swimming in New Jersey through fair and inclusive opportunities.”

The treasurer will help the Finance Chair with any reports, write checks, balance the books. The Treasurer will work with the office with bank statements, deposits, and Quick books information.

The Treasurer shall issue a quarterly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the preceding quarter and for the fiscal year to date, together with such other items as the Finance Vice-chair, the Finance Committee, the General Chair, or the Board of Directors may direct. The Treasurer supervises deposits, segregates, disperses, and keeps safe all the finances of the SCLSC.

