

Farm 2 Fork Collective Inc – Treasurer Job Description

The treasurer is responsible for maintaining all financial records and reporting the financial status to the management committee.

It is expected that the treasurer should have a good understanding of bookkeeping and general accounting requirements for not-for-profit associations within Australia.

Key Responsibilities

Responsible for annual budget of up to \$200k

Creating annual budget forecast

Creating and tracking of project budgets and grant funding allocations

Maintain Xero accounting system

Maintain Square POS system data integrity

Create and send monthly sales statements to Producers

Manage incoming Producer invoices and batch payments (monthly)

Follow up outstanding monthly producer invoices

Manage new, renewing and overdue membership fees

Update membership status in WordPress admin and Membership Register

Maintain asset log

Reconcile accounts within Xero - minimum weekly reconciliations

Banking and reconciling cash takings

Produce financial reports for meetings

Maintain copies of financial records in Box (online document storage) and Xero

Collate end of financial year records for auditing

Payroll and Superannuation for one paid staff member

Required Skills

Xero accounting (or other accounting package knowledge)

General knowledge of bookkeeping & GST requirements

Intermediate Excel (basic formulas & troubleshooting)

Approximate hours per month

Up to 12 hours