



Looking for Volunteer Treasurer for community services organization

South Lincoln Resources is looking for a treasurer for our all volunteer organization.

Accounting is current and set up in QuickBooks.

Volunteer must live in SLR service area – Seal Rock, Waldport, Yachats, Tidewater.

Treasurer is a member of SLR Board of Directors.

Qualifications and job requirements

- Responsible for safeguarding all funds
- Receives and processes donations to appropriate accounts
- Makes disbursements from accounts
- Maintains check registers
- Understands QuickBooks and financial reports
- Background in standard bookkeeping practices
- Access and familiarity with on-line banking
- Provides monthly financial reports
- Oversees year-end tax filing and reports to be prepared by organization's CPA

We would like to fill this positions before September 15, 2018, to coordinate with the outgoing treasurer.

Transition period can run until January 31, 2019,.

Please call Peter Colley, SLR vice-president, at 682-220-8146

or South Lincoln Resources at 541-563-2388 (message line for call-backs)

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