



## Club Administrative Assistant - Role and Responsibilities

### Primary Functions

- Bookkeeping
  - Assist with all accounting operations including billing, accounts receivable, accounts payable, etc.
  - Management of all income and expenses
  - Reconciliation of accounts
  - Have an understanding of
    - How the bank accounts are set up
    - How do club members get billed and pay dues
    - Club accounting system used
  - Develop a budget with Officers (if possible)
    - Club's annual plan based on expected income and expected expenses
    - Create and adhere to a master calendar of large, known annual expenses (planning accordingly)
    - Be conservative in estimates
    - Plan for contingencies
    - Plan for a favorable balance at the end of the year
- Communication
  - Provide information to CPA on a timely basis for 990 forms and other required filings
  - Prepare, attend and present financial statement for monthly Board meeting
- Administrative
  - Maintain financial files
  - Paperwork to be filed with Board, District, International
  - Annual reports completed and filed (Secretary of State, CPA, etc.)
  - Maintain file of former members and their status with Rotary (good standing, bad standing, etc.)
  - Prepare your successor – Help further develop responsibilities, training and sharing of information

### Club and Foundation Income

- Manage income of the club
- Work with officers to ensure accounts receivables are collected in a timely manner





## Club Administrative Assistant - Role and Responsibilities (cont.)

### Club and Foundation Expenses

- Manage payments of any/all club invoices and Board approved expenses
- Prepare payments for officers (signers) authorization and/or signature

### Compensation

- Recommend to maintain our annual compensation package of \$3,000 per year. This could be all as direct income or a combination of both income and Rotary dues waived, if a Rotarian takes the position. As a reference, we currently waive \$840 annually (4 quarters at \$210 per quarter) and make payments of \$2,160 annually.
- Compensation package to be reviewed annually by Board of Directors

### Recommended timeline

1. Board approval
2. Applications taken for 1 week
3. Board review of applications (can be electronic)
4. Offer of position to applicant
5. Position begins as soon as recipient is ready
6. Transition and overlap with Joel Parks' office (Sheila) on transfer of information
  - a. This would be until the AA is ready, but could be to the end of 2020.

