

## **TREASURER - PULASKI COUNTY MASTER GARDENERS**

### **Position Summary:**

The Treasurer is responsible for managing the financial operations of Pulaski County Master Gardeners (PCMG), including maintaining accurate financial records, preparing financial statements and budgets for Board approval, and ensuring proper fund accounting and disbursement in coordination with the University of Arkansas Extension (UAEX) County Office.

### **Key Responsibilities:**

#### **Financial Reporting & Analysis**

- Prepare and present monthly financial statements to the Board, including current month and year-to-date expenses with variance analysis against the approved budget
- Maintain accurate records of all revenues and expenses with proper documentation
- Provide financial analysis and recommendations to support Board decision-making

#### **Budget Management**

- Develop and present an annual budget for Board approval, typically completed by January
- Monitor actual spending against the approved budget throughout the fiscal year
- Track and approve member reimbursements to ensure compliance with established limits

#### **Fund Administration**

- Coordinate with the Assistant Treasurer on membership dues collection and accounting
- Work with UAEX County Office personnel to ensure all transactions are properly coded to appropriate accounts
- Liaise with the Extension Agent and county finance personnel to review and verify expense receipts
- Ensure all funds are disbursed in accordance with Board-approved policies and UAEX requirements

**Qualifications:**

- Strong organizational and attention to detail
- Proficiency with financial software and spreadsheet applications
- Ability to communicate financial information clearly to non-financial audiences
- Commitment to accuracy and compliance with organizational policies