

Yolo County 4-H Executive Treasurer Roles and Responsibilities

2021-2023= Heidi Li

General Description

The Yolo County 4-H Treasurer provides leadership to, and coordinates all budgeting and accounting activities, for the Yolo County 4-H Youth Development Program (YDP). Support the training and development of club Treasurer's.

Objectives

1. To follow UC policies and procedures established to document financial activity in accordance with laws and regulations.
2. To demonstrate an ability to handle funds properly and in accordance with the 4-H Constitution and Bylaws.
3. To assume primary responsibility of handling the organization's funds.
4. To ensure that 4-H clubs have the training and support needed to manage unit finances.
5. To stay informed of new UC and 4-H financial policies and make adjustments to financial management practices as necessary.
6. To provide secondary oversight of club financial accounts to ensure ethical and legal management.

Duties

1. Follow and abide by the 4-H Treasurer Job Description.
2. Collect data and develop an annual budget for the county 4-H YDP. Submit the budget to the 4-H Leaders Council for approval. The annual budget must be reviewed by the county director or designee.
3. Keep accurate financial records, copies of invoices, bills, etc., related to the funds and property of the 4-H Leaders Council, and account fully for all receipts and expenditures.
4. Receive, record and deposit all funds in a regulated bank or similar financial institution.
5. Pay bills and make other authorized expenditures appropriated in the budget or otherwise approved.
6. Comply with all UC financial policies and procedures as outlined in the 4-H Policy Handbook.(<https://4h.ucanr.edu/Resources/Policies/>)
7. Furnish financial reports annually at year-end, or by **September** 15, and at such times as required by the County Director.

8. Act as custodian of all funds and personal property of the 4-H Leaders Council and keep a current list of all such property.
9. Prepare all financial records for an annual audit or peer review.
10. Have signature authority on the checking account and savings account.
11. Provide training in the late summer or early fall to the 4-H club treasurers related to their responsibilities, financial management, budgeting and accounting or as requested by the Leadership Chair.
12. Form a peer review committee, or scheduled event, to oversee the conducting of audits for all 4-H clubs in the county in February and **August**.
13. Support 4-H clubs in completion of required financial reports annually at year-end, or by **September 15**.
14. Serve as an active member of the 4-H Executive Council and attend regularly scheduled meetings (usually monthly).
 - a. Help to carry out the responsibilities of the council.
 - b. Attend Leaders Council and Community Club Leader Trainings to educate leaders and volunteers on financial issues and policies.
15. Coordinate any related ad-hoc committee.
16. Work closely with the 4-H YDP and Office staff. Meet annually to discuss responsibilities and concerns.

Skills Needed

1. Either an understanding of, or a willingness to, devote the time necessary to learn about the 4-H YDP, especially financial management policies and procedures.
2. Experience with accounting, budgeting and/or financial management.
3. Interest in administrative and management functions and tasks.
4. Strong leadership skills.
5. Ability to relate to, and work with, youth and adults from a wide range of socio-economic and ethnic backgrounds.
6. Enthusiasm, patience, understanding and the ability to motivate youth and adults.
7. Ability to resolve conflict in a timely manner.
8. Ability to communicate effectively.
9. Good organizational and record keeping skills.
10. Computer skills, including proficiency in computer software programs for word processing and spreadsheets.
11. Be a 4-H Adult Volunteer.

Time Involved

The time needed to do the job varies throughout the year. It is estimated that on average 12-16 hours per month throughout the year would be required to do this job well.

Term of Appointment

Two year term.

I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the Yolo County 4-H Treasurer.

4-H Adult Volunteer

Date

4-H Youth Development Program Staff

Date