

POSITION DESCRIPTION
PENNSYLVANIA FARM BUREAU
COUNTY TREASURER

FUNCTION:

The primary function of county treasurer is to manage the finances of the county Farm Bureau.

RESPONSIBILITIES:

- Annually provide a complete report of all financial transactions for audit
- Provide leadership in preparing the annual budget and program plan
- Ensure that all financial records are kept up to date and accurate
- Submit monthly treasurer's report to be placed on file
- Act as official custodian of the organization's funds
- Disburse all funds as directed by official action
- Fulfill other duties that may be assigned by the president or board of directors
- Carry out duties promptly and reliably
- Be willing to participate in training programs and continue to learn on the job

BASIC REQUIREMENTS:

- Member of Farm Bureau
- Good attention to detail
- Good with numbers
- Understands Farm Bureau structure and how it functions
- Willing to become bonded for self protection as well as the organization's protection

TRAINING:

Specific training will be offered to county treasurers every year. In addition, treasurers are encouraged to take advantage of other training offered through PFB, including the Leadership Development Units.

RESOURCES:

- County President
- Regional Organization Director
- Local Farm Management Account Supervisor

*The county treasurer is responsible to the Board of Directors.
The term of office is generally one year unless otherwise specified in the county by-laws.*