POSITION DESCRIPTION:

Get this form online at www.oec.org

OEC Local Council Treasurer

PRINT

SUBMIT

PRINTED NAME OF COUNCIL

RESPONSIBILITIES:

Local treasurer will:

- Maintain accurate financial records of the local council's funds.
- File financial reports with the OEC state treasurer by the requested deadline.
- Deposit money, drafts, and checks in the name of and to the credit of local council in the banks and depositories designated by the local board.
- Endorse deposit notes, checks, and drafts received as ordered by the local board, making proper vouchers for the deposit.
- Disburse funds and issue checks and drafts in the name of the local council as ordered by the board, and with proper back-up and paper work.
- Upon request, provide state treasurer with an accounting of all transactions made by the local treasurer/council.
- Collect W9 form from speakers and other vendors, as required. Turn in to state treasurer.
- Perform other duties prescribed by the board or the state treasurer.
- Keep the state treasurer informed of the name and current contact information of the local treasurer.
- File this form with the state treasurer.

This position requires knowledge of basic accounting. It also requires a dedication and commitment to OEC and to the Oregon Employment Department.

Time commitment may be as little as one hour per month or more, depending on activities of the local council.

If the local treasurer cannot attend meetings, another officer or advisor must be summoned to temporarily fill the position.

Term of office is from _____ to _____

OEC LOCAL TREASURER

DATE SIGNED

LOCAL TREASURER NAME

PHONE

COMPANY

ADDRESS

FAX

EMAIL

FINANCIAL INSTITUTION WHERE OEC FUNDS ARE LOCATED

BRANCH

ACCOUNT NUMBER(S)

Fill out a copy of this form and submit to state treasurer. If there is a change in the local treasurer, send the state treasurer an updated form within 30 days. State treasurer's contact information is available on current OEC board roster.

Download Reader here IMPORTANT: Must be completed in Acrobat Reader.