



UNIVERSAL PEACE FEDERATION

United States of America Chapter

Universal Peace Federation USA: Part-Time Treasurer and Secretary Job Description

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UPF USA is a small non-profit organization with a few employees.
Part time- 8 hours average per week (day/s of the week are flexible)
Location- UPF USA offices located at 481 8th Ave., New York, NY 10001
Reports to- UPF USA President

PRIMARY DUTIES

1. Treasurer's Duties

- General Bookkeeping with QuickBooks
 - o Accounts payable & receivable
 - o Payroll processing and accounting
 - o Bank reconciliation
 - o Management of petty cash
- Produce financial reports for management and audit/tax return
- Keep all accounting records
- Communicate with customers and vendors as needed
- Communicate with the bank as needed
- Oversee all financial activities and make sure that the funds are used only for the non-profit purpose of the organization

2. Secretary's Duties

- Keep minutes
 - o Take minutes for Board of Directors meetings (~4x/year)
 - o Correspond with board members and keep records
- Update and maintain incorporation and other legal paperwork
- Perform additional duties as requested

Desired Education, Experience & Skills

- Bachelor's Degree (or equivalent experience)
- Five years previous accounting experience with increasing levels of responsibility.
- Excellent communication skills with ability to interact with all levels of the organization
- Organization and time management skills
- Strong proficiency in Microsoft Suite: Word, Excel, PowerPoint, etc.
- Ability to work independently and take initiative