# Job Description – ACT Wildlife Treasurer

## Job Duties and Responsibilities

### Major responsibilities

* Be familiar with Xero software or similar and willing to learn with references.
* Receive and make payments of monies on account of ACT Wildlife Incorporated and keep correct accounts and books.
* Receive and receipt all donations.
* Complete quarterly BAS statement for the ATO.
* Prepare quarterly invoice to the ACT Government for taking Access Canberra phone calls.
* Prepare and present financial statements showing the financial position of the Organisation for Committee meetings and the Annual General Meeting.
* Keep a record of all financial members including joining date and update Wildman and contact email list.
* Oversee training attendance payments.
* Assist with the financial section of grant acquittal.
* Complete Annual Information Statement and forward to Australian Charities and Not-For-Profits Commission (ACNC) within 6 months of the end of the financial year.
* Update charity details, such as the Address for Service, business address, contact details and committee members using the Charity Portal of ACNC. If there are changes to the constitution forward an amended copy.
* Complete Annual Statistical Return and forward to the Register of Environmental Organisations by 30 April of each year. Ensure compliance with ACT Government regulations by notifying Access Canberra of any changes to the public officer and constitution.

### ACTW Treasurer reports to

* Committee and any sub-committees.
* Committee meetings monthly.

### ACTW Treasurer liaises with

* Members of ACT Wildlife.
* Committee members.

Knowledge, Skills, and Abilities

Essential: be a member

Desirable: be an experienced bookkeeper and be able to prepare a balance sheet.