

Treasurer Position Job Description

Real Wages Michigan Political Action Committee

JOB TITLE

Treasurer

DEPARTMENT

Political Action Committee Senior Staff

SUPERVISOR

You are the PAC (non-profit) owner/operator.

GENERAL JOB DESCRIPTION

Oversee and report all financial transactions.

MAJOR DUTIES AND RESPONSIBILITIES

Set up the PAC. Learn to use the State of Michigan MERTS system of reporting finances. Report all financial transactions using the MERTS system before deadlines. Month committee report.

MINOR DUTIES AND RESPONSIBILITIES

Coordinate with other employees and volunteers for growth of the campaign.

QUALIFICATIONS FOR THE JOB

Have home internet and work from home. General mathematics. Computer operation
15 to 20 wpm. Phone skills.

EDUCATION

High School / GED graduate.

EXPERIENCE

Computer, Phone, Internet

OTHER

Compensation is a matter of the success of the campaign.