

**Richland School District Two Education Foundation**  
**Treasurer Duties**  
**11/06/2018**

The purpose of the Richland School District Two Education Foundation is:

- To raise funds and promote educational programs for Richland School District Two
- To provide a review committee for program ideas
- To make gifts and grants to the schools, departments, teachers and students to further the purposes of the Foundation
- To act as fiscal agent for donors who wish to sponsor projects for the district

The Foundation is in need of a treasurer to maintain books and records on a timely basis. This position should be filled by a CPA who has a sincere interest in the enrichment and advancement of Richland School District Two. The treasurer shall keep full and accurate records of all cash accounts, funds, receipts and disbursements. Currently QuickBooks and Excel are being used for bookkeeping. Duties include making deposits, paying invoices, reconciling cash and program funds. Overseeing the preparation of the annual tax filing is required as well as staying abreast of any compliance issues that may have an effect on the Foundation. Financial reporting is expected at all monthly Foundation Board meetings. This position is non-paying but would provide an excellent leadership opportunity for the right person.

Please reply to Amy Cain at [amycain@bellsouth.net](mailto:amycain@bellsouth.net) or 803-238-7328.