



## Treasurer Position Description

### WFM Purpose

**To grow a thriving local food system and engaged community around a shared love of fresh, local, seasonal produce and sustainability**

### Are you our new Treasurer?

The Wangaratta Farmers Market is seeking enthusiastic and experienced candidates to nominate for the volunteer role as Treasurer. Training provided if required.

**Time commitment:** Up to 4.0 hours a month including attendance at monthly Committee meetings on 4<sup>th</sup> Wednesday of the month 12.00pm -1.00pm.

- Attention to detail
- MYOB experience preferred
- Experience keeping books for a small business or community group

### Key Responsibilities and Duties

- Monitor 2 x WFM bank accounts
- Pay accounts – approximately 12 per month
- Monthly payment of part-time Market Coordinator wages and superannuation using MYOB Single Touch Payroll
- Monthly reconciliation of bank accounts using MYOB
- Monthly income and expenditure reports using MYOB
- Monitor annual Workcover requirements.
- Insurance policy renewals
- Assist with lodgement of Consumer Affairs Victoria Annual Statement