

STA Financial Officer's Responsibilities

Enters daily Store reports (what kind of a report is this? Do you do it from a remote place? Is any of it automatically done by the computer?)

Makes weekly deposits (are deposits only made once a week? Where is the money kept?)

Pays all bills, including quarterly taxes

Calculates percentages of crafters, withholds STA's percentage, and creates checks for all crafters, with notes on what was purchased during the month

Mails checks to crafters who request this service if crafters provide self-addressed, stamped envelopes

Works closely with CPA firm (currently *Hallows Financial Advisors*)

Provides information to CPA firm to generate 1099 forms

Provides a monthly report to the Board of all income and expenditures

Is computer literate and proficient in, or able to learn, Excel, Quick books and all other financial programs used in the business

Informs Board members of where STA's financial condition when purchases are contemplated

Gives input on all Board-discussed issues

Votes on proposals presented before the Board

Juries crafter's works

Works amiably with all Board members

Promotes STA mission at all times

STA Financial Officer's Responsibilities, continued

Regarding the Mormon Miracle Craft Fair:

Cuts rent check for County Fair building

Cuts check for business license from Manti City

Provides seed money for event

Sets up registers and other items for the event

Sets registers up each morning

Collects money and receipts at the end of the day

Counts receipts and verifies tags with help from at least one other person

Deposits money

Provides phone and credit card device

Makes sure there are enough receipts for the event; orders more if needed

Creates report for the Board

Works amiably with all MMCF workers

Promotes STA mission at all time