

Scottish Rite of Freemasonry  
Orient of North Carolina  
Valley of New Bern

Job Description

STANDARD PROCEDURE	
TITLE: Treasurer	NUMBER: ONC-VNB-A2.5-4
BODY: Knights of St. Andrew	ORIGINAL DATE: 1/14/13
Reports to: First Knight	REVISION DATE:
	REVISION:

GENERAL PURPOSE:

DUTIES:

1	Receive all money from the hands of the Secretary, make due entries of the same, request payment of the same by the Administrative Assistant when ordered by the First Knight and with the consent of the Chapter.
2	Coordinate with the Administrative Assistant the record of the Chapter funds.
3	Report promptly to the Chapter the available funds in the Chapter account.
4	Shall be one of the officers who may sign vouchers on behalf of the KSA.
5	Shall discharge all duties incident to the office of Treasurer together with the General Secretary of the Valley of New Bern (or his designee) who has final authority in such matters.