

Accounting Coordinator

Summary:

The Accounting Coordinator is responsible for sorting and counting money, preparing bank deposits and overseeing accounting volunteers. The Accounting Coordinator may also participate in the overall planning process and come on board closer to the *Walk* date.

Responsibilities:

- Attend planning meetings as needed
- Work with Alzheimer Society staff to ensure appropriate accounting procedures are followed and to arrange for deposit of funds
- Determine number of accounting volunteers needed and work with Volunteer Coordinator to recruit volunteers for *Walk* day
- Prepare supplies and write list of duties for day of event
- Ensure that accounting volunteers are trained/oriented prior to event
- Work closely with the Registration Coordinator to ensure secure and efficient processing of registration forms and money collected
- Set up and oversee accounting station on *Walk* day

Skills required:

- Banking or cashier experience essential
- Able to work independently and as part of a team
- Organized and able to direct a team of volunteers