

The Kingdom Chancellor of the Exchequer is responsible for maintaining the financial records of the Kingdom, supervising the finances of the Kingdom, and assembling financial reports and submitting them to the Society Chancellor of the Exchequer in a timely fashion. These duties also include delivering and meeting deadlines for the following:

- Ensure that Kingdom assets, both Cash and Non-cash, are maintained in accordance with Society and Kingdom Financial Policies.
- Ensure that all bills and reimbursements are paid; and that all cash transactions are recorded and reported in the format required by the Society Chancellor of the Exchequer (currently QuickBooks) in a timely manner.
- Ensure that Kingdom reports, including NMR, Quarterly Reports and Consolidated Reports, along with any required supporting documentation, are submitted to the Society Chancellor of the Exchequer within the timelines and in the format required.
- Ensure that an annual budget for the Kingdom is prepared and submitted to the Stallari Council for approval, and that the approved budget is submitted to the Northwatch for printing, all within the timelines listed in the Kingdom Financial Policy.
- Ensure that all local groups within the Kingdom have a warranted Exchequer and Emergency Deputy Exchequer.
- Ensure that each local group within the Kingdom completes a Book Review at least once every 2 years, or when a new Exchequer takes office, whichever comes first.
- Ensure that all local groups within the Kingdom that maintain checking or savings accounts follow the requirements for appropriate signatories as given in the Society and Kingdom Financial Policies.
- Ensure that local groups within the Kingdom submit financial reports and documentation in accordance with the schedule included in the Kingdom Financial Policy.
- Ensure that local groups within the Kingdom complete and submit Event Budgets, Event Reports, NMR reports and any other event-related documentation in a timely manner.
- Provide support and resources to Chancellor of the Exchequer deputies and regional and local Exchequers.
- Provide educational opportunities for onboarding of new Exchequers, and initial and continuing education to assist local Exchequers in completing their duties.
- Provide copies of the Kingdom quarterly reports, bank statements and reconciliations to the Kingdom Seneschal and the Royalty on a quarterly basis, along with a summary of items submitted to Society for that period.
- Facilitate the transition and warranting of a new Exchequer whenever a local group Exchequer steps down.
- Maintain email lists for the Chancellor of the Exchequer deputies, and for all local group Exchequers within the Kingdom.
- Read emails sent to the email address associated with the office on the Kingdom webpage on a regular basis; and respond to all requests in a timely manner.
- Attend all Stallari meetings, in person or online; or arrange to have a representative attend in your place.

Time Commitments

Workload will vary but expect to put in an average of 8 hours a week, with more time required when quarterly and year-end reporting is due. Meeting travel is required for this position, to attend Stallari meetings at least twice a year.

This is a warranted position which requires Stallari approval, and approval by the Society Chancellor of the Exchequer.

Required for this position are:

- Dependable email access.
- Dependable phone access.
- Dependable internet access sufficient to support Zoom or other online meeting software.
- Moderate proficiency with Microsoft Excel and similar spreadsheet applications.
- Moderate proficiency with Microsoft Word and similar word processing applications.
- Moderate proficiency with QuickBooks, or the ability to learn its use.
- Ability to clearly communicate verbally and in writing, i.e. in person and via email, phone, and in written reports.
- Working knowledge of relevant procedures and processes.