

The Regional Deputy Exchequer is responsible for collecting reports and documents from each of 10-12 local Exchequers; and posting them to the Kingdom's SharePoint. These duties also include delivering and meeting deadlines for the following:

- Ensure that all reports and documents set forth in the Kingdom Financial Policy necessary are submitted by each local Exchequer in compliance with their given timelines.
- Ensure that all reports and documents relating to events are submitted in a timely manner.
- Review quarterly and event reports for completeness and accuracy.
- Post all submitted documents to the Kingdom SharePoint in a timely manner.
- Provide support and resources to local Exchequers.
- Maintain reporting summary spreadsheets to inform the Kingdom Exchequer as to status of reporting by local Exchequers.
- Other duties assigned by the Kingdom Exchequer as your time and skills allow.

Time Commitments

Workload will vary but expect to put in an average of 2 hours a week. Meeting travel is not required for this position.

Required for this position are:

- Dependable computer capable of working with Microsoft Excel and Microsoft SharePoint.
- Dependable email access.
- Dependable phone access.
- Moderate proficiency with Microsoft Excel and similar spreadsheet applications.
- Moderate proficiency with the Quarterly Report spreadsheet provided by Society.
- Ability to clearly communicate verbally and in writing, i.e. in person and via email, phone, and in written reports.

You need not have served as a local Exchequer to apply for this position, nor do you need an accounting background, but familiarity with Excel spreadsheets is important.