Legion of Mary – Los Angeles Senatus

Assistant Treasurer – Job Description

Position Summary

The Assistant Treasurer is responsible for managing the Senatus literature ordering and distribution operations, maintaining inventory, processing payments, and providing administrative support to the Senatus Treasurer. The position requires organizational skills, technical proficiency, financial accountability, and a commitment to serving the Legion of Mary.

Primary Responsibilities

1. Literature Orders and Fulfillment

- Receive, process, and fulfill literature and supply orders submitted through the Senatus website.
- Prepare orders for shipping, delivery, or pickup, ensuring accuracy and timely fulfillment.
- Accept and record payments in accordance with established Senatus payment policies.
- Maintain accurate records of all orders, payments, and related expenses.
- Submit all collected funds to the Senatus Treasurer monthly, accompanied by a detailed sales and payment report.

2. Inventory Management

- Maintain accurate inventory records of all Legion literature, publications, and supplies.
- Monitor inventory levels and replenish stock as necessary.
- Coordinate purchases and restocking with the Treasurer and authorized suppliers.
- Conduct periodic inventory counts and reconcile discrepancies.
- Ensure supplies are properly stored, organized, and readily accessible.

3. Website Communications

- Monitor and respond promptly to inquiries submitted through the Senatus website.
- Provide information regarding literature availability, pricing, ordering, and delivery.
- Refer inquiries outside the scope of the position to the appropriate Senatus officer.

4. Financial and Administrative Support

- Assist the Senatus Treasurer in maintaining accurate financial records.
- Ensure proper documentation of payments, receipts, and expenses.
- Provide supporting records for financial reconciliation and annual audits.
- Perform additional treasury-related duties as assigned by the Treasurer or Senatus officers.

Legion of Mary Officer Responsibilities

In accordance with applicable provisions of the Official Handbook and the responsibilities assigned to this position:

- Attend monthly Senatus meetings and officers' meetings as required.
- Maintain active membership in a praesidium and fulfill regular Legion obligations.
- Uphold the Legion's principles of accountability, stewardship, obedience, and service.
- Cooperate with fellow Senatus officers in supporting the Legion's mission and activities.

Qualifications and Requirements

- Must be an active member of the Legion of Mary in good standing.
- Must be technically literate, with proficiency in using websites, email, spreadsheets, and online ordering systems.
- Must possess strong organizational, recordkeeping, and basic financial management skills.
- Must be able to lift, carry, and move heavy boxes of literature and supplies safely.
- Must have sufficient availability to process orders, manage inventory, and respond to inquiries regularly.
- Must demonstrate reliability, accuracy, integrity, and effective communication skills.

Accountability

The Assistant Treasurer works in coordination with the Senatus Treasurer and Senatus Webmaster (Br. Anthony), to ensure the proper management of literature orders, inventory, payments, website communications, and related records. The Assistant Treasurer is accountable to the Senatus officers for the accurate and timely fulfillment of these responsibilities.

This is a volunteer position requiring a consistent commitment of time, attention, and physical effort.