



Treasurer Leadership Job Description

General Description

The Treasurer is responsible for overseeing the financial management of the Chapter. Activities include the development of an annual budget, maintaining control and accountability over revenues and expenditures and financial reporting to the Board. The Treasurer is responsible for the safekeeping, recording, and disbursement of all chapter funds in accordance with established fiscal policy. Board direction, and the annual operating budget. The Treasurer is also responsible for attending all Board meetings and for reporting all requested financial information the Organization.

Term: One Year

Time Commitment: 10 hours/month average

Goals, Objectives and Responsibilities:

- ✦ Keep Chapter Board of Directors informed of current financial position.
- ✦ Develop a budget of revenues and expenses.
- ✦ Submit an annual chapter report to the Organization's office
- ✦ Maintain records in accordance with generally accepted accounting principles on an accrual basis as required by the Organization.
- ✦ Review and/or establish clear financial policies and procedures and chart of account.
- ✦ Retain Chapter financial records as required by the Organization
- ✦ Establish a Chapter checking account and obtain appropriate signature cards and resolutions in appropriate institution per Chapter policy.
- ✦ Maintain Chapter certificates of deposit or other investment vehicles and reinvest as required by the Board of Directors.
- ✦ Issue all checks for the budgeted expenditures and/or any exceptions approved by the Board and mail to the President for approval and signature on a timely basis.
- ✦ Assure that all expenditures are approved and verified prior to payment.



- ✦ Assure that all receipts and disbursements are recorded consistent with the appropriate accounting conventions currently in place.
- ✦ Assure that all deposits are made in full with appropriate back-up and receipt.
- ✦ Offer appropriate assistance to the annual audit process.
- ✦ Assure that appropriate information is submitted to the Organization for reporting on a timely basis.
- ✦ Prepare and deliver a Financial Report at each Board of Directors meeting.
- ✦ Advise the Board as to appropriate investment options as excess funds become available.
- ✦ Have the checkbook available at all quarterly meetings for disbursements.
- ✦ Deliver all accounting records in appropriate, balanced order to the incoming Treasurer.
- ✦ Keeps all meeting notes and files saved under:
<https://drive.google.com/drive/u/1/folders/1i8kMK8G1eaD2ogNjWGeDOP5TYI0p-Flq>