

## ***Treasurer***

### **Purpose of position as stated in Bylaws:**

The Treasurer shall have overall responsibility for all financial record keeping of the Corporation. The Treasurer shall perform or cause to be performed the following duties:

- a) Deposit of all moneys and other valuable effects in the name and to the credit of the Corporation in such depositories as may be designated by the Executive Officers.
- b) Disbursement of all funds when proper to do so.
- c) Making financial reports as to the financial conditions of the Corporation to the Executive Officers, the Executive Committee and the Board of Directors.
- d) Any other duties as may be prescribed by the Executive Officers.

**Individuals must have the commitment and skills required to fulfill the Core Responsibilities of their role. Other aspects of the role can be delegated to others; however, the individual retains accountability for the work being done well and in a timely manner.**

### **Core Responsibilities:**

- Manage banking relationship and accounts.
- Ensure bank accounts have adequate balances to cover payments issued.
- Write checks for operating expenses and deposit monies in a timely manner.
- Discuss any extraordinary or questionable check requests with group\* prior to issuing payment.
- Provide monthly statement of all payments and deposits at each monthly meeting.
- Be the point of contact for accountant and provide documentation for taxes and other state filing requirements as needed.
- Provide required information to accountant for 1099's at the beginning of each January.
- File state forms as needed.
- Maintain repository of all financial information and related documents.

### **Other Responsibilities that may be delegated to other officers/members:**

- Develop annual budget, and track income and expenses against budget.
- Make recommendations for investment of cash in excess of annual operating expenses.
- Coordinate annual insurance coverage plans.

### **Necessary Skills/Attributes:**

Honesty and integrity

Good interpersonal skills

Detail-oriented

Basic math skills

Proficiency with online banking systems, Excel and Word

\* Group refers to officers and directors, and other members when present at a monthly meeting.