

TREASURER'S JOB DESCRIPTION

The Treasurer should be detail oriented, have strong math skills, and do her best to see that funds are handled properly so that there are no doubts about her integrity. As Treasurer begins duties, she, out-going Treasurer, and incoming President must go to the Chase Bank to sign a new signature card. At this time, she will set a new password for computer and phone access to the account.

Duties include:

1. Prepare the budget and present it to the board for approval.
2. The budget should be the regulating factor for the association's activities. The budget is a statement of the organization's planned expenditures and income based on the approval and commitment of the board.
3. Control the association's money, its collection and disbursement.
 - Collect member dues and deposit into bank.
 - Collect dues from new members and deposit into bank.
 - Update the membership roster.
 - Record all expenditures and income.
 - Deposit association funds.
 - Disburse funds and pay all bills in timely manner.
 - Keep an account of all transactions as they are made.
 - When disbursing money, always obtain a receipt as evidence of payment. When reimbursing an association member for expenses, require her to complete an expense voucher and attach a copy of the receipt to receive reimbursement.
 - Reconcile bank statements.
 - Present financial update at each monthly meeting.
 - Responsible for keeping accurate books that will enable her to give a full financial report whenever requested.
4. The outgoing Treasurer shall provide the incoming Treasurer with a copy of the job description, tax ID number, plus all information received from past Treasurer's including checkbook, bank statements, and financial statements. She shall update Job Description, if needed, and provide a copy to incoming President.

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