



Treasurer Job Description

The Treasurer, reporting to the President, is responsible for monthly financial reporting to the board of directors, annual financial reporting to AMA and completing the chapter's annual IRS filing requirements. Serves as a member of the Executive Committee.

Specific Responsibilities

- Oversees Chapter financial accounts
 - Receive and disburses all Chapter funds when the Executive Director is unable to and deposits all checks and cash promptly
- Secures signature cards and forms for changing signatures on all Chapter bank and investment accounts before July 1
- Works with the President and the Executive Director to prepare the preliminary Chapter budget based on estimates from Chapter VPs
 - Submit to the Board for approval and revisions
 - Submit projected budget to AMA by August 1
- Oversees the Executive Directors reconciliation of revenue collected via electronic payment, cash and check to event registrations on a monthly basis and records in QuickBooks
- Monitors the disbursement of funds by the Executive Director and compare income and expenses to the budget throughout the year as well as the approved budget and records in QuickBooks
- Reviews monthly bank account reconciliations completed by the Executive Director
- Assures the Executive Director has prepared monthly reports and sent to AMA each month
- Works with other board VPs to monitor spending within the approved budget and resolve revenue/expense reconciliation issues
- Reviews the monthly financial report of income and expenses prepared by the Executive director for presentation at the Board meetings
- Prepares a statement of financial condition at year-end.
 - Includes a copy of the preliminary budget and the actual expenditures by category
 - Sends copies to the President and AMA
- Submits annually required forms and applications (if necessary) for incorporation and tax exemption
 - Information is available from AMA
 - File required tax forms with IRS and other state or local agencies as required



- At year-end, oversees completion of the Professional Chapter Financial Report Form, signed Signature Page and June 30th Reconciled Bank Statement and send to AMA by August 31
- Assumes responsibilities common to all officers and directors of the board and Executive committee

Top Three Requirements for the Treasurer:

- B.S. in Accounting, with CPA license preferred
- Experience in not-for-profit financial reporting, not-for-profit IRS filing preparation, motivating and managing a team, and the ability to work cross-functionally, coordinating across a large, dynamic organization
- QuickBooks experience preferred

Time Commitment

- Time commitment: 5-8 hours per month
- Attend monthly board meetings & Executive Committee meetings