

Treasurer Essential Duties and Responsibilities

1. Must be able and willing to attend all assemblies, starting Friday evening for officers meeting, if scheduled, through Sunday morning business meeting.
2. Reimburse expenses for committee members & officers and verify that they are within budget and issue checks as soon as possible, if not issued at assembly. Also review invoices from hotel for assembly to make sure it's correct and pay.
3. Prepare and present cash flow and other financial reports for assembly. Have copies of financial reports copied and ready for Sunday morning business meeting; it helps to have a few copies for the Friday night Officers meeting if scheduled.
4. Participate in the Budget & Finance Committee meetings to discuss expenses and upcoming budgets for officers & committee chairs.
5. Collect and deposit in assembly checking account on a regular basis contributions from groups and districts.
6. Move monies from prudent reserve into checking account if the balance exceeds the maximum set by the assembly.
7. Prepare or have prepared end-of-year tax filing with IRS and State. Give a copy to Assembly Chairperson.
8. Prepare & present budget for upcoming year for approval at the last assembly in that year.
9. Submit proposed budget to B&F chair prior to the third assembly of each year.
10. Other duties may be assigned by the assembly as needed.

NOTE: To perform this job successfully, it helps to have knowledge of word processing software, some type of accounting or financial management software and spreadsheet software.