

Draft Job Description

Job Title: Chapter Treasurer

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 to the National HFMA office.

Term: Two Years

Time Commitment: Approximately 1.5 hours a week

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 National HFMA office.
- Maintain records in accordance with generally accepted accounting principles on an accrual basis as required by National HFMA.
- Review and/or establish clear financial policies and procedures and chart of accounts.
- Timely submit all reports and documents as outlined in the annual Planning Calendar and Resource Guide provided by National HFMA.
- Retain chapter financial records as required by National HFMA.
- Establish a chapter checking account and obtain appropriate signature cards and resolutions in appropriate institution per chapter policy.
- Issue all checks for budgeted expenditures and/or any exceptions approved by the Board.
- Assure that all checks are endorsed to an individual and not written to "cash."
- Assure that all expenditures are approved and verified. Expense reimbursements should be supported by an expense report approved by the Chapter President or President-Elect.
- Assure that all receipts and disbursements are recorded consistent with the appropriate accounting conventions currently in practice.

- Assure that all deposits are made in full with appropriate back-up and receipt.
- Prepare a monthly bank reconciliation which reconciles to the cash balance per Quickbooks. Reconciliations should be presented to Chapter President or a Board Member for review and approval.
- Offer appropriate assistance to the annual audit process.
- Assure that appropriate information is submitted to the National office for reporting on a timely basis.
- Prepare and deliver a Financial Report at each Board of Directors meeting.
- Have the check book available at all board meetings for disbursements.
- Deliver all accounting records in appropriate, balanced order to the incoming treasurer.