State/Provincial Council Officer Job Description

Treasurer

1. Keep accurate records for the council
2. Manages all financial aspects of the council
3. Understand financial accounting for nonprofit organizations
4. Serve as the Chair of the Finance Committee
5. Presents the annual budget to the board for approval
6. Work with the president to ensure that appropriate financial reports are made available to the board in a timely manner
7. Regularly reports to the board on key financial events, trends, concerns, and assessment of fiscal health
8. Review the annual audit and answer board member questions
9. Attend all State/Provincial Council Executive Committee and Board Meetings
10. Request formal audit of records annually
11. Obtain bonding insurance
12. Attend State/Provincial Conference and assist as needed
13. Review State/Provincial budget, bylaws, policy manual, and strategic plan in conjunction with Executive Committee duties
14. Collaborate with State/Provincial Council Leaders to develop a balanced budget
15. Update bank records annually with current officers, signature cards, and accurate EIN.
16. Be one of two authorized officers to sign checks and be granted access to bank and credit accounts
17. Have full knowledge of councils holdings and assets
18. Deposit and disburse funds in a timely manner
19. Maintain accurate record of income and expenditures
20. Ensure that all payments are properly documented and approved by the president or designee
21. Provide a Comprehensive Budget Report at Each Executive Committee and Board Meeting
22. Attend IRA Council Leadership Academy Annually

Updated 1/4/14
23. Complete Annual IRS Filing by Due Date