

Treasurer
Job Description

Officer

Reports to: President

Date: 03/07/12

Position Summary

Maintains financial records for RECPTA, Oversees taxes and organizational dues. Collects and tracks monthly budget and membership dues. Oversees fundraising finances. Oversees audit process.

Essential Functions

- Works with Executive Board to establish annual budget for RECPTA
- Works with each Board member to establish budget for respective areas of responsibility
- Attends board meetings and records, files, and publishes budget
- Attends general meetings and records, files, and publishes treasurer report
- Presents budget for adoption at annual meeting reading it line item by line item at beginning of the year.
- Prepares end of year/annual report to be filed with audit next September.
- Proposes budget amendments as needed
- Maintains accurate financial accounting of all membership dues
- Oversees taxes and Form 990 Return by deadline to IRS
- Prepares annual sales tax return and submits to Texas Comptroller
- Oversees payment of Organizational dues
- Receives audit once completed by committee
- Verifies that audit committee has been forged at least thirty days before last meeting of the year.
- Manages payables and receivables
- Works as authorized signatory to bank account
- Reconciles bank statements monthly
- Processes deposits
- Prepares reimbursement checks in a timely manner
- Provides disbursement forms, deposit slips, sales tax and exemption forms

- Works closely with Fundraising to assist and oversee all financial transactions
- Maintains procedure book

Requirements

Good organizational and interpersonal skills. Knowledgeable about RECPTA and its programs. Ability to prepare Word documents and work in a fast-paced, high-energy environment and produce documents in a timely manner. Knowledge of financial recording a must. Attendance at board meetings and general meetings is a requirement of the position. Approximate time commitment: 12 hours a month.