

# ***Treasurer***

## **POSITION SUMMARY:**

The position of Treasurer carries major responsibilities that include financial record keeper, financial manager, and financial advisor to the numerous committees. It is essential that these responsibilities be carried out in a consistent, professional, and timely manner according to the policies and procedures established by the Board.

## **SPECIFIC RESPONSIBILITIES/DUTIES:**

1. With assistance and input from the Board, create an annual budget.
2. Periodically track and compare actuals vs. budget throughout the year.
3. Maintain current records of income and expenses; maintain current deposits and payments.
4. Make deposits to a variety of bank accounts.
5. Reconcile the monthly bank statements, and reconcile all discrepancies in a timely manner.
6. Closely monitor WSA savings, petty cash, cash register, prepayment accounts, and the Treasurer's budget.
7. Maintain all financial records in a computer database, entering all transactions in a timely manner and keeping the database structure consistent with and relevant to Association needs.
8. Retrieve all mail addressed to WSA, distributing it promptly as appropriate.
9. Prepare periodic and other financial reports as required.
10. Ensure that all members follow Association policies for reimbursement requests.
11. Interact with vendors, ensuring payments are appropriate and current.
12. Maintain all financially related paper files.
13. Assist a new treasurer and auditor so that transition of the position occurs smoothly.
14. Oversee the Quartermaster's activities.
15. Attend all WSA board and general meetings, and participate in all WSA-sponsored activities, as appropriate.

## **GENERAL QUALIFICATIONS/EXPERIENCE:**

Hold current membership status. Have working knowledge of bookkeeping practices and accounting software such as Quicken and Excel. Familiarity with personal computers and experience in preparing budgets and financial reports.