

TREASURER

(2.4)

Job Summary

1. Serves as a voting member of the Executive Committee and Board of Directors
2. Serves as Chair of the Finance Committee
3. Advises the Board of Directors on financial matters and money management
4. Drafts and presents the annual budget to the Board of Directors and membership
5. Provides a written report on the financial status of the Chapter to the membership and Board of Directors on request
6. Sends fiscal reports to APTA in accord with APTA policy, in coordination with the executive office
7. Works with the Executive Director on financial matters, including expense approval
8. Serves as advisor for oncoming Treasurer

Term: Two (2) years of service

Responsibilities

1. Chairs the Finance Committee
 - a. Recruits members to serve on the Finance Committee
 - b. coordinates all activities of the Finance Committee
 - c. calls meetings and establishes agendas
 - i. meets as needed to monitor progress of money management
 - d. plans and implements strategies to maximize PTAG financial returns per annum
 - i. consults financial advisors as needed
 - ii. develops & implements new ways to raise monies
 - e) Reviews Finance Committee policies and procedures annually, and revises as needed
1. Creates annual Treasurer's budget
3. Advises the BOD on financial matters and money management
 - a. Reviews the monthly income, expense reports and balance sheets and reports
 - b. Review PTAG fiscal needs, growth and stability based on periodic review of income, expenditures and investments
 - c. Informs and advises BOD on budget impact of motions
4. Drafts and presents the annual budget to the Board of Directors and membership
 - a. drafts the annual budget in accordance with PTAG Policies and Procedures
 - b. accounts for all expenditures as submitted/approved by officers, directors, committees, executive office, and FIN chairs., and members as appropriate
 - c. in coordination with the executive office, retains proper receipts/bills and financial records as they pertain to the chapter budget
5. Responsible for completing annual audit of chapter financial records.
 - a. conduct annual audit as directed by APTA requirements.
 - b. If the internal audit process identifies errors or inconsistencies, the Treasurer and Finance Committee will make a recommendation to the BOD that an external audit is necessary
 - c. An external audit will be conducted at least every four fiscal years or as determine by the BOD

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6. Sends Fiscal reports to APTA in accordance with APTA policy

Qualifications

1. Preferred, but not required: previous experience on the Finance Committee and BOD
2. Thorough understanding of financial statements and accounting concepts
3. Experience in strategic planning, organizational structure and business operations
4. Ability to work collaboratively and provide direction and leadership to peers when necessary
5. Strong communication & interaction skills, including some familiarity with parliamentary procedure
6. Ability and willingness to devote the needed time to fulfill responsibilities

Time and Financial Commitments

Time:

1. Attendance at all Executive Committee, BOD, Business and Finance Committee meetings
2. Time necessary to fulfill the duties and responsibilities of Treasurer

Financial:

1. Time away from work to fulfill required duties and attend meetings
2. Minimal travel expenses and complimentary registration to PTAG annual Conference in accordance with Policy 5.9 (Attendance at PTAG Sponsored Annual Conference Programming)