



## TREASURER

### Job Description

#### Function

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The treasurer acts as the Chief Financial Officer and Advisor to the Board of Directors and has fiscal responsibility for the organization.

Preferred skills: Previous experience as a board treasurer, experience in accounting, banking or related financial field. Preferred understanding of financial statements, budget development and bank reconciliations.

#### General

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- Must be a qualified regular member of CCHRA in good standing at the time of nomination or appointment.
- Must remain a current member in good standing of CCHRA through the end of the term of office.
- Preferred: Membership with SHRM.
- Must attend a minimum of 75% of Board meetings (9 meeting).
- Must attend a minimum of 67% of CCHRA events (4 events).

#### Key Responsibilities

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- Serve as the financial advisor of the chapter. This includes being able to assess the financial implications of proposed actions by the Board of Directors and provide direction.
- Advise the Board of Directors on investment strategies, providing information on specific financial vehicles to ensure prudence and financial solvency of the Association.
- Observe the financial direction of the chapter, recognize possible financial problems, and bring such problems to the attention of the Board of Directors for action.
- Create and monitor annual budget to maintain focus on financial goals set by the board.
- Receive, hold and safeguard all funds for the chapter ensuring they are accounted for correctly in addition to coded to proper accounts as outlined by the Board of Directors.
- Disburse funds only for normal and usual uses unless the chapter's Board of Directors shall otherwise direct.
- Attend the monthly board meetings and annual retreats; coordinate and participate in registration activities of member program meetings, mixers and other CCHRA Events.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.

- File appropriate forms and information with the IRS.
- Responsible for accounting records including, but not limited to:
  - Recording of Disbursements; collection of outstanding accounts receivable and unpaid obligations to assure completeness of chapter accounting records.
  - Verify and reconcile Bank Statements and other financial accounts (CD). Balance monthly bank statements to Association checkbooks.
  - Monthly reporting. Prepare monthly financials and report at monthly board meetings regarding the Chapter's financial position.
  - Conduct Yearly Audit. The treasurer serves as the Audit Committee Chair staffing and directing committee in the annual audit. Contact an outside, third party auditor if the chapter has a substantial treasury balance.
- Receive reservations and keep records of registrants prior to meeting. Communicate head count and specifics to the Program Director for Program planning. Communicate membership revenue (paid) to the Membership Director to ensure timely new member follow up.
- Coordinate volunteers to assist at registration table at bi-monthly programs and other CCHRA events.