



Treasurer

(Possible 2 year term)

Duties of Treasurer:

1. Oversees payment of all approved bills and invoices of the chapter
 - a. Serves as check signer
2. Working with Directors, produces a chapter budget in the advance of every new NAWBO year; secures approval for such
3. Prepares financial analysis of the chapter's finances after reviewing the monthly statements prepared by the bookkeeper
4. Presents a financial report to the board each month which highlights chapter performance to budget
5. Ensures that accurate and timely information exchange is occurring between the Association Office and the bookkeeper
 - a. Pays particular attention to reconciliation of membership dues and programs
6. Oversees all monies payable to the chapter
 - a. Assures timely billing of corporate partners
 - b. Manages accounts receivable
7. Reviews bank balances periodically and makes cash management recommendations
8. Oversees any significant procurement initiatives from the financial perspective
9. Assures timely audit of books and preparation of financial statements
10. Attends all Executive Board Meetings as convened by President

Specific Skills Required for Treasurer:

1. Detailed knowledge of general accounting with 5 years minimum accounting/financial management experience
2. Trustworthy
3. *Detail and deadline oriented*
4. Excellent computer skills
5. Good oral communications skills

Required Time to Fill the Position

10-20 hours per month

(Note: These duties can be slightly altered year to year based on the roles of the Association Office and the Treasurer.)