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| **Job Title: Association Treasurer** |
| **Reports to: Regional Association President** |

Position Overview: Under the direction of the President, serves as the primary manager of regional finances and provides recommendations to the board as it relates to financial planning, procurement, budgeting and investments. The Treasurer has day-to-day oversight of expenditures and receipts and works collaboratively with the Association President and/or Board to ensure appropriate use of member funds.

The Treasurer ensures that funds are collected, spent and invested in a lawful and responsible manner in support of the ongoing viability of the association.

Primary Job Functions

* Secondary check signer and authority for on-going regular expenditures
* Prepares budgets and provides on-going reporting related to performance against budget
* Closes books on a monthly basis and reports financial status to board on a monthly basis recapping funds in all accounts based on the following:
	+ - Starting balances
		- Total expenditures
		- Total receipts
		- Ending balances
		- Unusual expenditures or receipts during the reporting period
		- Significant, upcoming expenditures
* Makes recommendations for bids or contracts prior to execution
* Reviews financial results for any significant association programs, i.e. tradeshow and reports as appropriate
* Makes recommendations to the board related to cost/benefit for potential new programs
* Assists in the preparation of annual tax reporting requirements
* Ensures that financial records are up-to-date and in order according to standard accounting practices
* Makes recommendations to the board for investments
* Makes recommendations and assists with audits as deemed appropriate by the board

Required Skills/Abilities

* Proficient with Microsoft Office suite of programs
* Strong business management
* Understanding of accounting practices
* Experience with QuickBooks or other accounting software