

## **TREASURER JOB DESCRIPTION**

### **OVERVIEW**

The Treasurer is an Officer, a member of the Board of Directors, and the Chief Financial Officer of the Association. The Treasurer is elected by the membership in even-numbered years and serves a two-year term. The Treasurer must know and understand proper accounting procedures as well as NAEA's core values, strategic plans, Bylaws, policies and procedures.

### **RESPONSIBILITIES:**

- The Treasurer is a voting member of the Executive Committee.
- The Treasurer is a non-voting, ex-officio member of the Audit Committee and the Finance Committee.
- As an Officer, the Treasurer has the same fiduciary and legal responsibilities as a Director.
- The Treasurer, working with the Executive Vice President (EVP), informs members of the Board of Directors of NAEA's financial condition by overseeing and distributing financial statements.
- The Treasurer reports NAEA's financial condition at each Board meeting.
- The Treasurer assists the EVP, NAEA's accounting consultants, and the Finance Committee with developing the annual budget.
- The Treasurer reviews and authorizes expense reimbursement to the EVP.
- The Treasurer is a signer on all NAEA bank accounts and may be asked to countersign checks written in excess of \$25,000.
- The Treasurer can approve emergency expenditures in the absence of the President.
- The Treasurer works with the Audit Committee to review the audited financial statements and Form 990 filing.