

APTA–OR Treasurer Job Description

Term of Office: Two years. The Treasurer is elected at the Spring Meeting in odd numbered years and takes office at the conclusion of that meeting.

Bylaws Qualification: Active/PT, Life/PT, Affiliate/PTA or Life Affiliate/PTA members of APTA in good standing. Candidate shall have been a member of APTA for one year and a member of APTA-OR for at least six months immediately prior to the election.

Other Qualifications: Have a general knowledge of or be willing to acquire general bookkeeping skills. Be willing to play an active roll in chapter activities on an ongoing basis.

Chapter Responsibilities:

1. Attend all Board of Directors meetings as an active participant and report on current financial status.
2. Attend APTA-OR membership meetings as an active participant including submission of written report.
3. Prepare reports as necessary to keep the Board and membership informed of the activities of the office.
4. Maintain Board of Directors Officers' Manual in appropriate format and be responsible for turning it over to the successor at the end of the elected term.
5. Mentor 1-2 potential candidates to take over the position;
6. Present financial update at Spring and Fall Business Meetings/ Strategic Planning Meeting.
7. Update Google doc.
8. Quarterly financial reports for the Log and Board meetings.
9. Annual reconcile accounts at Update.
10. Meet with successor to review responsibilities and activities of the office.

Financial Responsibilities:

1. Oversee the finances of the Association and ensure internal control over cash receipts and disbursements.
 - a. Assure timely distribution of funds to appropriate parties.
 - b. Oversee and maintain the Association journals and ledgers.
 - c. Review monthly financial statements for accuracy.
 - d. Maintain balanced checkbooks.
 - e. Promote efficient and cost effective operations.
 - f. Manage money market, certificate of deposit and mutual fund accounts.
 - g. Oversee completion of an annual audit, collecting and organizing materials necessary for such audit including all bank statements, money market statements, complete income/expense ledger, all earned interest statements and a summary of movement of money from one account to another.

- h. Monitor program expense/income for the benefit of committees and program chairs.
 - i. Monitor goal of a reserve fund to be maintained between 25 and 40% of a given years' expense budget.
 - j. Serve as chairperson of the Finance Committee.
2. Investments
- a. Investigate investment opportunities for chapter funds.
 - b. With the consent of the Chapter Board, direct the investment of APTA-OR funds.
 - c. Provide the Chapter Board and members with sufficient data to enable them to make appropriate investment decisions.
 - d. Review association investment policies and practices with financial advisor.
3. Budgeting and Reports.
- a. Prepare materials for the mid-year budget review based upon income and expenditures during the first six months.
 - b. Prepare the annual Chapter budget in conjunction with the Board's budget meeting for approval and adoption by the Chapter at its annual meeting.
 - c. Submit an annual report to the Association and to APTA headquarters regarding fiscal activities and status. Report briefly on the financial condition of the Association at each Board meeting.
 - d. Submit the required annual treasurer's report to the APTA national office, received by the Chapter each December and due by the following February 15th.
 - e. Prepare the annual report for publication in the LOG.
 - f. Oversee the preparation of all APTA-OR tax returns. Complete and file forms 990, 990T, 1099s, W2s and all other employment forms as appropriate.
 - g. Complete the Oregon Government Ethics Commission Report, due annually each January 31st, providing the required information concerning lobbyist expenses.
 - h. Complete and file annual report and pay fee required by the Oregon Secretary of State Corporations Division.

Time Commitment: 6-8 hours per month to review financial statements, prepare reports to the Board and attend 4 Board meetings per year and Executive Committee meetings