



## **Treasurer Job Description**

### **Purpose**

The Treasurer serves as the Chief volunteer financial officer of the Association. Coordinates financial management of IPPA to assure financial stability and budget development and oversees custody of organization funds.

### **Responsibilities**

- Serves as Chair of the Finance Committee.
- Serves as a member of the Executive Committee.
- Oversees payment of budgeted operational expenses.
- Ensures that IPPA Headquarters maintains an accounting system, and that financial records are maintained and accessible as required.
- Reviews the monthly financial statement of income and expenditures, bank statements, and checks written.
- Submits monthly reports, with budgeted, and actual amounts to the Board.
- Submits annual Finance Committee report and present' Treasurer's report to the membership at the Business Meeting during the World Congress.
- Submits for publication in the Association newsletter, the year-end financial information and summarizes budget for next year.
- Reviews strategic plan annually for budgetary needs.
- Assists all board members and committee/project team chairs in developing their budgets, including income and expenditures.
- Assists Executive Director with development of budget draft.
- Submits draft of prepared budget to the Board of Directors for review.
- Submit final budget to Board of Directors for approval.
- Working with the Finance Committee, ensures that IPPA Headquarters secures an annual audit or review by an independent accounting firm at the close of the fiscal year.
- Authorizes filing of form 990 annually with the Internal Revenue Service.
- Authorizes filing of Annual Corporate Report.
- Ensures that all insurance policies are maintained.
- Verifies timely distribution of dues notices.

### **Time Commitment**

An average of one hour per week is needed to review invoices, read monthly financial statements, prepare reports and conduct conference calls with Association staff leaders.