Position Description	1.06
Date of Enactment	2010
Date last reviewed	September 2019

TREASURER

REPORTS TO President

POSITION SUMMARY:
The treasurer is responsible for managing all of the financial and accounting operations of ANG.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Promote and support the ANG Bylaws, Policies and Procedures, and Position and Committee Descriptions.
2. Attend all regular and called meetings of the Board of Directors of ANG
    1. Board of Directors Meetings
    2. Meetings at Seminar, such as the Annual Membership and Executive Council
    3. Other meetings as requested by the President
3. Safeguard the assets of ANG.
4. Maintain a Treasurer's calendar and operations manual.
5. Banking and investment accounts:
    1. Oversee the opening, closure, and administration of accounts as appropriate. Signatories shall include two persons from the Association Management Company (AMC); the Treasurer; the President and one other board member (e.g., President-elect, Secretary).
    2. Receive all statements electronically for review and review reconciliations of all accounts monthly.
    3. Ensure that the management of ANG's investment portfolio is in compliance with ANG's investment policy.
    4. Periodically (i.e., at least twice a year) rebalance ANG's investment portfolio.
6. Cash Disbursements:
    1. Review items for payment in bill.com system to ensure that they are properly coded and authorized for payment.
7. Monthly Financial Management and Reporting:
    1. Review monthly reports prepared by the AMC, including:
        1. Budget vs. actual income statement account
        2. Balance sheet
        3. Income statement by class
        4. General ledger
    2. Ensure that the accounting is being performed in accordance with generally accepted accounting principles.
    3. Ensure that a system of internal controls exists to ensure that all:
        1. Transactions have been recorded.

2. Recorded transactions are real.
3. Transactions are properly classified.
4. Transactions are properly summarized.

4. Along with the appropriate Board member, as applicable, identify, and explain unusual and/or significant budget variances.
5. Ensure that accounts payable are paid promptly and that discounts are taken when available
6. Ensure that accounts receivable are collected on a timely basis.
7. Monitor and manage ANG's cash flow.

8. Annual Financial and Tax Reporting:
    1. Coordinate the provision of information to the external accountants for the annual financial statement review and ensure its successful completion (e.g., summary of fund activity, summary of investment activity, balance sheet subledgers).
    2. Oversee preparation by the AMC of 1099 forms and similar forms in accordance with IRS and other tax regulations.
    3. Prepare and submit any state tax filings as required (e.g., California).
9. Seminar:
    1. Oversee the preparation of state sales tax returns by the AMC, if applicable.
    2. Work with the AMC and VP of Operations to obtain State and City permits required for operation of Special Project events at site of annual Seminar (e.g., EXPO, Auction).
    3. Obtain appropriate insurance coverage in advance of the event (e.g., commercial liability, event cancellation when appropriate).
    4. Work with the shop owner to determine the amount of daily sales owed to ANG and ensure that the total amount due to ANG is collected promptly after the close of Seminar.
    5. Communicate payment and reimbursement instructions to faculty, judges and volunteers.
    6. With AMC and VP of Operations, review propriety of Seminar hotel bill and ensure that it is properly coded.
10. Other Periodic Reporting:
    1. Treasurer's Report to the Board of Directors prior to each Board meeting.
    2. Annual Report by deadline for inclusion in September issue of *Needle Pointers.*
11. Administrative:
    1. Prepare and submit expense report to the President for approval on a timely basis.
    2. Update assigned policies and position description as required.
12. Maintain the files of office and transfer these files to successor in accordance with Policy 10.7.01.
13. Annual budget:
    1. With AMC, coordinate distribution of budget templates to Board of Directors.
    2. Prepare annual budgetary recommendations for areas of responsibilities and assigned committees and appointees at the spring Board meeting.
14. Insurance:
    1. With AMC, maintain appropriate types and levels of insurance coverage.
15. Other:

1. Review financial provisions of contracts and sign contracts only at the direction of the President.
2. Perform other functions as necessary or as assigned.
3. Manage the activities of and serve as the Board liaison for the Development Committee and the Auction Committee

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Professional or volunteer experience in financial management, administration, and supervision.
2. Experience in development of new programs and educational opportunities, as well as a willingness to accept changes to improve the organization for the future.
3. Experience in fiduciary responsibilities relating to protecting the assets of the members.
4. Recent service on the ANG Board, the Executive Council, or a National Committee; or as an elected officer of an ANG chapter.
5. Business experience
    1. Working knowledge of generally accepted accounting principles (GAAP) and ability to understand financial statements prepared in accordance with GAAP
    2. Able to read and understand a contract
    3. Able to write/modify a contract
    4. Coordinate preparation of budget and monitor actual vs. budgeted amounts
    5. Knowledge of expense reporting
    6. Ability to oversee accounting services, including maintenance of an appropriate system of internal controls
6. Proficient in the use of the computer: email, word processing, database and spreadsheet ability to access bank and investment accounts online for review and reconciliation; Internet access is required.
7. Organization, interpersonal, and time management skills.
8. Effective written and oral communication skills.
9. Willingness to review email on a daily basis.
10. Prior attendance at ANG Seminars.

GENERAL:

1. May not take classes at ANG Seminars.
2. The Board of Directors may change this position description.
3. Time Commitment: Other than the Seminar time commitment (approximately 10 days), and the time required to attend the annual budget meeting (approximately 3-4 days), the position typically requires 8 - 12 hours per month.