

Position:	Revision:
<b>Treasurer</b>	<b>07/01/2007</b>
Classification:	Appointment Method:
<b>Chapter Officer</b>	<b>Elected</b>

**DEFINITION:**

The Treasurer is an APICS Mid-Florida officer by established By Laws. The Treasurer term is from the transition in June to the following transition meeting. There are no limits to terms, but by tradition the President will serve no more than three terms back to back.

**PRIMARY RESPONSIBILITY:**

Maintain adequate financial records each month and report the results of such in the form of a budget verses actual report or other financial reports to the Board of Directors. As an officer of the chapter, provide input as to the strategic and financial direction and objectives of the chapter.

**SPECIFIC DUTIES:**

1. Manage the financial activities
2. Develop an annual budget and maintain the budget verses actual report
3. Metrics to include but are not limited to the following:
  - Prepare monthly financial budget verses actual report and present it at the monthly BOD meetings
  - Manage the Chapter's metric report.
4. Receive and deposit all monies into chapter accounts
5. Pay chapter financial obligations so that all payments are made within 30 days or per payment terms of supplier.
6. Match expense items to budget items.
7. File corporate annual returns
  - a. Annual Federal 990 Form
  - b. Florida Annual Report
8. Invest residual funds that do not put the Chapter in financial risk.
9. Attend monthly BOD meetings.
10. Attend Monthly professional development events and collect payments from attendees.
11. Attend transition and planning meetings.
12. Coordinate the annual financial audit and the letter of assertion per the C-bar requirements and any other C-bar requirements related to the Treasurer.
13. APICS certification desired.
14. Be a member of APICS officer list serve and other APICS e-mail correspondence related to the Treasurer position.

**REQUIRED SKILLS/CAPABILITY:**

1. PC skills
2. Access to PC
3. Quicken, Excel, Word experience
4. Communications skills



## **JOB DESCRIPTION TREASURER**

5. Email capability
6. Financial analytical skills
7. APICS Certification preferred.