



## Treasurer

The **Treasurer**, reporting to the President, is responsible for monthly financial reporting to the board of directors, annual financial reporting to AMA and completing the chapter's annual IRS filing requirements. Serves as a member of the Executive Committee.

### Specific Responsibilities:

- Oversees Chapter financial accounts
  - Receive and disburses all Chapter funds when the Executive Director is unable to and deposits all checks and cash promptly
- Secures signature cards and forms for changing signatures on all Chapter accounts before July 1
- Works with the President and the Executive Director to prepare the preliminary Chapter budget based on estimates of Chapter Officers
  - Submit to the Board for approval and revisions
  - Submit projected budget to AMA by August 1
- Oversees the Executive Directors reconciliation of revenue collected via electronic payment, cash and check to event registrations on a monthly basis and records in QuickBooks
- Monitors the disbursement of funds by the Executive Director and compare income and expenses to the budget throughout the year as well as the approved budget and records in QuickBooks
- Reviews monthly bank account reconciliations completed by the Executive Director
- Assures the Executive Director has prepared monthly reports and sent to AMA each month
- Works with other board VPs to monitor spending within the approved budget and resolve revenue/expense reconciliation issues
- Reviews the monthly financial report of income and expenses prepared by the Executive director for presentation at the Board meetings
- Prepares a statement of financial condition at year-end.
  - Includes a copy of the preliminary budget and the actual expenditures by category
  - Sends copies to the President and AMA
- Submits annually required forms and applications (if necessary) for incorporation and tax exemption
  - Information is available from AMA
  - File required tax forms with IRS and other state or local agencies as required
- At year-end, oversees completion of the Professional Chapter Financial Report Form, signed Signature Page and June 30 Reconciled Bank Statement and send to AMA by August 31

### Top Three Requirements for the Treasurer:

- B.S. in Accounting, with CPA license preferred
- Experience in not-for-profit financial reporting, not-for-profit IRS filing preparation, motivating and managing a team, and the ability to work cross-functionally, coordinating across a large, dynamic organization
- QuickBooks experience preferred

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**Time Commitment:**

- 5 hours per week
- Attend monthly board meetings