

**JOB DESCRIPTION
CHAPTER TREASURER**

General Description:

The Treasurer is responsible for overseeing the financial management of the chapter. Activities include the development of an annual budget, maintaining control and accountability over revenues and expenditures, and financial reporting to the Board. The Treasurer is responsible for the safekeeping, recording, and disbursement of all chapter funds in accordance with established fiscal policy, Board direction, and the annual operating budget. The Treasurer is also responsible for attending all Board meetings and for reporting all requested financial information to the HFMA National office.

Term:

Two Years

Time Commitment:

48 hours/year average or 4 hours/month average

Goals, Objectives, and Responsibilities:

- Attend Board Meetings and keep chapter Board of Directors informed of current financial position.
- Refer to the *Financial, Tax, and Insurance management Guide* and the *Chapter Planning and Resource Guide* for details on charter requirements and suggested management practices.
- DCMS Reporting for Chapter Treasurers:
 - Chapters are required to develop an annual operating budget and submit it to HFMA National by June 1.
 - Chapters are required to conduct a financial review to test and validate their fiscal integrity and operating guidelines and submit it to HFMA National by August 1.
 - Chapters are required to submit the financial information for IRS Form 990 to HFMA National by August 1.
 - The HFMA National Board requires that each HFMA chapter certify their organizational structure — Certification of Chapter Organization. Validate and send to HFMA National by August 1
- Maintain records in accordance with generally accepted accounting principles on an accrual basis as directed by HFMA National.
- Review and/or establish clear financial policies and procedures and chart of accounts.
- Retain chapter financial records as required by HFMA National.



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- Maintain chapter certificates of deposit or other investment vehicles and reinvest as directed by the Board of Directors.
- Ensure that all expenditures are approved and verified prior to payment.
- Ensure that all receipts and disbursements are recorded consistent with the appropriate accounting conventions currently in practice.
- Ensure that all deposits are made on a timely basis with appropriate back-up and receipt.
- Provide appropriate assistance to the annual audit process.
- Ensure that appropriate information is submitted to HFMA National for reporting on a timely basis.
- Prepare and deliver a Financial Report at each Board of Directors and general membership meetings.
- Advise the Board as to appropriate investment options as excess funds become available.
- Deliver all accounting records in appropriate, balanced order to the incoming treasurer.
- Prepare the budget for the Chapter for review during the February Board meeting and approval by the April Board meeting.
- Assist with the creation and delivery of invoices as necessary.