

ASNA Treasurer's Job Description

Title: Treasurer

Purpose: To manage and report on the association's finances

Responsibilities

1. As stated in the ASNA Bylaws - The Treasurer shall:
2. Have general supervision of the financial affairs of the organization.
3. Perform such other duties as may be assigned by the President.
4. Act as chairperson of the Financial Committee.

Other Duties

- Carries out the responsibilities of a member of the Board of Directors by attending all meetings.
- Ensures the Board's financial policies are being followed.
- Reports to the Board of Directors and general membership on finances monthly. Itemize silent auction profit, conference costs/expenses - conference income determined by conference loss or gain.
- Assists in the preparation of the budget.
- Monitors the budget.
- Maintain bank account and monthly balance.
- Oversee all financial transactions.
- Deposit monthly rebate checks to Wells Fargo Bank.
- Receive all checks from participants attending ASNA annual conference and prepare deposit slip and deposit in Wells Fargo Bank.
- Treasurer's signature should appear on all checks of the organization.

NOTE: New Treasurer needs to sign a new signature card at Wells Fargo Bank on Dimond Blvd for name and address change.

ASNA Treasurer's Job Description – Continued

- Prepare any required financial reporting forms, i.e. File 990 EZ form with IRS by May 15. Tax ID #56-2676859.
- Receive and maintain memberships monthly (MIGS) from NASN by downloading files from email
- File new board members with State of Alaska
- Keep all receipts, NASN membership payment information-mailed with rebate check, bank statements received in the mail, correspondence, and bills paid in a file.
- Pay bills: AaNA lobbying fee, rental space, State of Alaska nonprofit status, NASN affiliate dues, and any reimbursements approved by board.
- Order and purchase appreciation award and SNOTY plaques at Lasertech Alaska located at 2341 Cinnabar Loop; 344-6677. ASNA logo is on file. It is recommended contacting the person whom the plaque will be presented to for correct name spelling and credentials for accuracy. Send the plaque order in an email with the correct name spelling, credentials and award title with year. Include the date needed for job completion and schedule pick up to Linda Schroeder at Linda@lasertechalaska.com

As is stated in the job description, the Treasurer is first and foremost a member of the Board. This means that the Treasurer is responsible to the members (as with every Board member) and for the funds received and spent by the association. Treasurer takes a "hands-on" role with respect to the association. A hands-on Treasurer should go through a monthly routine, which would vary depending on the level of involvement.

The Treasurer shall oversee the accounting, treasury and investment management functions delegated by the Board of Directors, report regularly to the Board on the financial condition of the Foundation and perform all other duties and acts incident to the office of Treasurer. The association's books and accounts shall be available for examination by any board member of the organization during regular business hours upon reasonable notice to the Treasurer. Also, a yearly review of the ASNA books by three other members with two from other districts outside of the Board.

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