

## APICS DANBURY CHAPTER #242 – JOB DESCRIPTION – TREASURER

### Main Duties

1. Receive and deposit all monies into the chapter accounts
2. Manage the chapters chart of accounts
3. Match expenses to budget items.
4. Document yearly budget in Excel.
5. Create and maintain corporation reports and filings
  - Annual chapter report
  - 990 form
  - 1099 for all instructors
6. Provide the BOD with financial statements at each BOD meeting
7. Provide monthly performance to budget reports to each board member at the BOD meeting.
8. Calculate cash flow projections.
9. Create invoices for classes in session with the instructor supplied data
10. Maintain a payment method for chapter events.
11. Attend transition yearly meeting.
12. Attend District meetings (optional but great training)

### Technical Requirements

1. Access to a personal computer for Excel and e-mail.
2. MS Word, Excel,
3. E-mail
4. C-Manual review for Financial Management (Provided by the Board)

### Required Skill Sets

1. PC Skills
2. Communication skills
3. Financial Analytical Skills
4. Willingness to learn how to run a small not for profit business

### Time Requirements

1. BOD meetings 1 x per month at 3 hours each 11 x per year
2. Transition meeting 1 x per year
3. District meetings - 3-4 weekends per year as scheduled
4. Professional Development Meetings 1x per month 5 – 8 times per year
5. 5 – 10 hours per month depending of level of chapter activity.

