

CGFOA
POSITION DESCRIPTION

Position Title:	Treasurer
Contribution This Position Makes to CGFOA:	The Treasurer serves as a voting Board Member of CGFOA.
Elected / Appointed and Term:	The Treasurer is an elected position and serves a two year term. The Treasurer is elected by mail in ballot and is seated at the Annual CGFOA Conference every even year. May be appointed to fill a vacancy to the next regularly scheduled election.
Meeting Requirements:	The Treasurer attends the quarterly Board Meeting and other meetings as requested. May also serve on the education committee.
Duties:	The Treasurer (1) Prepares the quarterly financial statement, including revenue & expenditure report, a statement of beginning & ending cash balance, a budget to actual comparison. An annual financial statement will be provided to the members at the annual conference. (2) Manages the cash accounts for the organization. (3) Reconciles the bank accounts. (3) Sign the check for payments. (4) Prepares the annual budget and presents it in draft form at the annual CGFOA Conference for member review and presented to the membership after adoption. (5) Liaison to the tax accountant to prepare a yearend tax report. (6) Makes decisions as to which bank to use, when money transfers are made, and when to purchase a Certificate of Deposit.
Helpful Tips for Your Successor:	Important to keep the reports up to date on monthly basis. Important to have the bank statements sent directly to you or view them on line. It helps to present the reports to the Administrator so they can be posted on the website or sent out by email to the members.
Other Comments:	Important to have a basic understanding of Quicken. Our accounts are managed in quicken.