



JOB DESCRIPTION TREASURER

Member of the Board

As a member of the Board, the Treasurer is expected to attend regular and special Board meetings.

Requirements of the Treasurer

The Treasurer is expected to have financial knowledge of the Chapter. The Treasurer is also expected to have an understanding of bookkeeping, financial statements and budgeting.

Responsibilities of the Treasurer

1. Manages the organization's financial responsibilities.
2. Monitors cash and maintains banking relationships.
3. Performs all bookkeeping (currently using QuickBooks online) which consists of:
 - a. Maintaining an orderly accounting file system (receipts & deposits),
 - b. Posting debit card transactions,
 - c. Writing checks to vendors and member reimbursements,
 - d. Recording cash receipts and deposits ,
 - e. Issuing Business Partner invoices as requested,
 - f. Issuing invoices for credit card payments via Square,
 - g. Conducting monthly reconciliations of each bank account,
 - h. Following up on amounts owed to the Chapter such as: No-show fees for members registered for the monthly luncheon, Tier 1 Member lunch registrations, Business Partner sponsorships, and salary survey sales,
 - i. Preparing and distributing scholarship award certificates in addition to tracking scholarship eligibility,
 - j. Reconciling scholarship awards versus what's been paid by the Chapter,
 - k. Drafting monthly memo to the Board explaining the current month financial activity and budget to actual variances,
 - l. Updating Chapter's website and reconcile lunch fee payments (Tier 1, No show, and Guests).
4. Issues financial reports to the Board on a monthly basis.
5. Prepares and files the annual Form 990 tax return due by May 15 of each year.
6. Assists the President and President-Elect in preparing the annual budget. Presents the budget to the Board for approval. The budget should be completed by December 31 of each year.
7. Works with the Board for recommendations to ensure the financial integrity and sustainability of the organization, which includes maintaining a sufficient cash savings.
8. Serves on the committee for the annual Legal Support Compensation & Benefit Salary Survey. The purpose of the Salary Survey is to conduct an annual survey of the compensation and benefits to non-lawyer employees and associate attorneys.