

Treasurer

Revised April 2011
Approved April 2011

Term of Office:

Two years.

Major Duties:

- Deposits and records income.
- Pays bills according to budgeted expenses.
- Uses accounting software (such as Quickbooks) to track income and expenses and monitor adherence to budget.
- Maintains New England Archivists (NEA)'s bank accounts and monitors investment balances.
- Communicates with Board members and committee chairs about financial matters.
- Develops annual budget based on requests from Board and committee chairs and provides draft budget for review of Financial Planning Committee prior to fall Board meeting.
- Serves on Financial Planning Committee.
- Prepares quarterly financial reports for the Board.
- Submits a quarterly report to the Board about a week before the Board meeting.
- Prepares final reports of income/expenses after semi-annual meetings.
- Prepares and presents report for annual business meeting (spring).
- Administers the Richard W. Hale, Jr., Professional Development Award Fund and prepares annual financial report.
- Monitors Richard C. Haas Memorial Grant Fund through contact with Haas Committee and transfers money for Haas Fund.
- Attends annual business meeting and quarterly Board meetings.
- Monitors bulk mail account and replenishes as needed.
- Communicates with Membership Secretary whenever necessary in order to keep the membership list accurate and up-to-date.
- Submits financial statements to web site and reports to Newsletter.
- Maintains active financial files.
- Transmits financial information to accountant for preparation of year-end financial reports and tax returns.
- Maintains record copies of IRS and MA state forms.
- Transfers all non-current records to the Archivist at the end of term.