



TAKING THE PAST INTO THE FUTURE

## Treasurer-Elect/Treasurer

The Treasurer has responsibility for the management and oversight of NEA's financial resources. The job includes routine administrative bookkeeping tasks; managing donations and ensuring that they are properly allocated; budget preparation and oversight; and preparing regular financial statements for the Board (quarterly) and membership (annually). The Treasurer works closely with the accountant to prepare and submit federal and state tax returns and prepares 1099-MISC forms for any contractors paid more than \$600 in a calendar year. The Treasurer works closely with many other Board members, including the Vendor Coordinator, Meeting Coordinator and Program Committee chairs, committee chairs, and Membership Secretary, among others. The Treasurer also works closely with the Editorial Board of the Journal of Contemporary Archival Studies to manage JCAS' finances.

Treasurer Job Description, revised August 2020, approved September 30, 2020

Term of Office: Two years. In the first year, the Treasurer serves as Treasurer-Elect, an ex-officio non-voting member of the Executive Board.

### Major Duties, First Year:

- Attends annual business meeting and quarterly board meetings
- Uses QuickBooks accounting software to track income and expenses
- Maintains NEA's bank accounts and monitors investment balances
- Deposits and records income
- Pays bills according to budgeted expenses
- Monitors bulk mail account and replenishes as needed
- Prepares final reports of meetings and workshops from QuickBooks
- Coordinates with Communications Committee to post financial statements and budgets to web site.
- Maintains active financial files

### Major Duties, Second Year:

- Attends quarterly board meetings; prepares quarterly financial reports for the Board.
- Attends annual business meeting; prepared and presents annual financial report to membership
- Develops annual budget based on requests from board and committee chairs and provides draft budget for board review and vote at fall board meeting
- Consults with Program Committee, Meeting Coordinator, and Education Committee to draft budgets for meetings and workshops.
- Communicates with board members and committee chairs about financial matters
- Reviews QuickBooks accounts to monitor adherence to budget
- Transmits financial information to accountant for preparation of year-end financial reports and tax returns
- Maintains active financial files
- Maintains record copies of IRS and MA state forms
- Transfers all non-current records to the NEA Archivist at the end of term