

## TREASURER JOB DESCRIPTION

Updated July 2018

*Purpose:* The Treasurer is responsible for maintaining the financial health of New England Archivists (NEA), a nonprofit organization incorporated in the Commonwealth of Massachusetts.

*Term of Office:* Elected by the membership to a two-year term as a voting member of the NEA Executive Board.

### *Major Duties:*

- Attends annual business meeting and quarterly board meetings
- Develops annual budget based on requests from board and committee chairs and provides draft budget for board review and vote at fall board meeting
- Communicates with board members and committee chairs about financial matters
- Presents quarterly and annual financial statements to board and membership
- Presents final reports of income/expenses after semiannual meetings and workshops
- Uses QuickBooks accounting software to track income and expenses and monitor adherence to budget
- Maintains currency of members' financial status in membership software
- As primary signatory, maintains NEA's bank accounts and monitors investment balances
- Pays bills (writes checks and uses debit card) according to budgeted expenses, including registration refunds
- Maintains record copies of federal and Massachusetts state tax forms
- Transmits financial information to accountant for preparation of year-end financial reports and tax returns
- Transfers all noncurrent records to the NEA Archivist at the end of term
- Oversees the work of contracted bookkeeper, ensuring that their work is handled in a timely manner according to local policy and best practices