

TREASURER

The Treasurer performs the organization's official financial transactions and keeps accurate books of the organization's accounts. The Treasurer submits financial reports at each board meeting for review and approval by a majority of the board. The Treasurer will also submit an annual Chapter financial report to the ICF within thirty (30) days of the Chapter's designated end of the fiscal year. In addition, the Treasurer will support the creation of appropriate financial policies and a budget for the upcoming fiscal year with input by all Board Members.

KEY RESPONSIBILITIES

- Oversee the monthly closing of books.
- Ensure all tax filings are completed on a timely basis.
- Own and maintain all Treasury related policies.
- Ownership of the online payment process.
- Oversee chapter bookkeeper.
- Process payments to vendors on a timely basis.
- Make monthly financial reports available to all board members.
- Monitor member receivables.
- Follow up on payment queries from members.
- Own and facilitate the annual budgeting process.