



MN Chapter of NIGP Job Descriptions

Treasurer

Responsibilities:

The Treasurer shall receive and maintain all receipts and records of financial transactions of the Chapter, collect and disburse all chapter funds and keep an accurate record of the same, be present at all Board and Chapter meetings, and present a current financial statement to the members at each Chapter and Board meeting. The Treasurer shall submit a financial report to National upon their request, and file an appropriate tax return in a timely manner. The Treasurer shall annually re-file non-profit status of the Chapter with the State of Minnesota and ensure all appropriate banking records, including signatures and mailing addresses, are kept current with the Chapter's bank. The Treasurer is also responsible to make sure that an internal or external audit of the books is conducted at the end of each calendar year.

Term:

Two years. (*Elected opposite years from Secretary*)

Job Duties:

The Treasurer shall receive and maintain all receipts and records of financial transactions of the Chapter, and shall collect and disburse all Chapter funds and keep an accurate record of the same. Duties include:

- Maintains an electronic check register of all financial transactions. Check register shall show all pertinent information including transaction dates, numbers, amounts and budget numbers as well as running balance
- Reconciles bank statement on a monthly basis
- Works with bank to make sure that all signatory and mailing records are current

The Treasurer shall prepare and submit reports as necessary. Reports include:

- Monthly Treasurer's Report: Prepares and submits to Board/Chapter. Report shall show income and expenses for the month, running balance of income and expenses for the year per budget line item as well as the current year's budget
- January: Presents proposed budget as recommended by Board to Chapter for approval at the January Chapter meeting. Prepares final approved budget for records and publishes on the website
- February: Prepares/submits Annual Financial Report to National
- March/April: Prepares/submits taxes – presents to Board for review before filing
- December: Prepares and presents proposed budget to Board at December's meeting



Treasurer

The Treasurer shall perform other duties, including:

- January: Checks and updates 501(c)(3) Status with the State of Minnesota
- February: Closes books from previous year, prepares and submits books for internal/external audit, archives all books, reports, transactions, etc. from the previous year
- November/December: Coordinates change of authorized signatories and change of mailing address between Board and bank if necessary
- Serves on Fall Conference Committee