



## JOB DESCRIPTION TREASURER

1. Part of the Executive Board of Directors for RMGPA.
2. Keeps all financial records of Association. Prepares financial reports. Reconciles month-end bank balances to financial reports.
3. Reconciles revenue from payment processing software to QuickBooks. Marks invoices as "paid" in Chapter Manager for payments received via check.
4. Pays all approved bills.
5. Reports to the Board and membership on the financial status of the Association.
6. Assists Board members in the development of the annual operating budget. Provides reports to the Board on the status of the budget.
7. Receives and deposits payments for membership dues.
8. Receives and deposits payments for quarterly conferences and all classes held by the Association.
9. Provides documentation for annual audit of financial records. Treasurer shall initiate the annual audit by a professional auditing firm and reports audit findings to the Executive Board.
10. Is responsible for the preparation and filing of all tax returns and reports required by law, and the payment of any taxes for which the Association may be responsible.
11. Files Periodic Report with the Secretary of State for the Association by January 31 each year.
12. Performs such duties as assigned by the Board of Directors or the President.
13. Voting member of the Board of Directors.

### **Deadlines at-a-glance:**

January 31: periodic report filed with Colorado Secretary of State

March 1: Chapter Financial Form filled out or Year End Balance statement due to NIGP

March 1: Group Exemption update form filled out for NIGP

May 15: Email 990 to NIGP

### **Conflict of Interest**

I have read and understand the Conflict of Interest Policy as found in the Policy and Procedure section of the Document Library. I agree to comply with the policy and understand that RMGPA is a non-profit organization and in order to maintain its tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.