



Title: **NGJA Treasurer**

Reports to: **President, NGJA**

Date: **May 2019**

Position Attainment

This position is elected by the President, 4 Regional Directors, and 2 At-Large Directors.

Job Description

This position requires technical accounting expertise as well as an ability to communicate issues to the Directors.

Essential Duties

The Treasurer is charged with the following duties:

- **Prepare Financial Statements:**
 - Each quarter for distribution to the Directors.
 - Each year for the General Meeting
 - As need for special actions or issues
- **Handle Course Fees:** Collect and deposit all funds received. Track collections to the known courses to reconcile any differences that may occur.
- **Distribution of Funds:** Distribute funds to pay the obligations of the organization as they occur. Distributions should be timely to avoid any late fees, and take advantage of any payment benefits.
- **Investment of Funds:** Determine, within the guidelines of the organization, the best type of investment for available cash.
- **Forward Paid Membership Lists to the Secretary:** Once yearly fees have been collected, forward the completed course lists to the Secretary for distribution.
- **Communication:** Continually keep the President and Directors advised on any significant issues related to the financial position of the organization. Attend meetings as required, or provide the necessary information as requested.

Experience/Education

- Certified Official
- Held an office in the NGJA
- Accounting experience, with CPA status preferred.

Skills

- Honest and have understanding of the fiduciary responsibility to the organization.
- Extremely organized and detail oriented.
- Provide responses to questions in a timely manner
- Accounting experience with Non-profit emphasis.