

HFMA Hudson Valley NY Chapter JOB DESCRIPTION CHAPTER TREASURER

General Description:

The Treasurer is responsible for overseeing the financial management of the Chapter. Activities include the development of an annual budget, maintaining control and accountability over revenues and expenditures, and financial reporting to the Board. The Treasurer is responsible for the safekeeping, recording, and disbursement of all Chapter funds in accordance with established fiscal policy, Board direction, and the annual operating budget. The Treasurer is also responsible for attending all Board meetings and for reporting all requested financial information to the HFMA National office.

Term: Board position serving a three year term, subject to Board vote and approval.

Time Commitment:

10-15 hours/month. This does not include travel requirements.

Goals, Objectives, and Responsibilities:

- Keep Chapter Board of Directors informed of current financial position.
- Refer to the *Financial, Tax, and Insurance management Guide* and the *Chapter Planning and Resource Guide* for details on charter requirements and suggested management practices.
- DCMS Reporting for Chapter Treasurers:
 - Chapters are required to develop an annual operating budget and submit it to HFMA National within the timeframes established by HFMA National.
 - Chapters are required to conduct a financial review to test and validate their fiscal integrity and operating guidelines and submit it to HFMA National by August 1.
 - Chapters are required to submit the financial information for IRS Form 990 to HFMA National by August 1.
 - The HFMA National Board requires that each HFMA Chapter certify their organizational structure — Certification of Chapter Organization. Validate and send to HFMA National by August 1
- Maintain records in accordance with generally accepted accounting principles on an accrual basis as directed by HFMA National.
- Establish and/or maintain clear financial policies and procedures and chart of accounts.
- Retain Chapter financial records as required by HFMA National.
- Attends Leadership Training Conference (LTC), and other leadership training events to ensure proficiency with responsibilities.
- Establish and/or maintain a Chapter checking account and obtain appropriate signature cards and resolutions in an appropriate institution per Chapter policy.
- Complete orders for supplies and materials. Collaborates with Committee Chairs to ensure adequate inventories are maintained.

CHAPTER TREASURER (cont'd)

- Issue all checks for approved budgeted expenditures and/or any exceptions approved by the Board.
- Ensure that all expenditures are approved and verified, in accordance to policy, prior to issuing payment.
- Ensure that all receipts and disbursements are recorded consistent with the appropriate accounting conventions currently in practice.
- Receives and reconciles all receipts for Chapter events, collaborating with HFMA National as needed. Identifies open balances and takes all necessary steps to collect payment.
- Ensure that all deposits are made on a timely basis with appropriate back-up and receipt.
- Prepare and deliver a Financial Report at each Board of Directors meeting.
- Provide copies of monthly bank statements, bank reconciliation, copies of checks cleared, and an overview of disbursements to the Chapter's Board each month.
- Deliver all accounting records in appropriate, balanced order to the incoming Treasurer.