

**TREASURER**

**Job Description**

* Maintain active membership in NASN/WSNA unified
* Promote mission and goals of WSNA
* Assure that governance is meeting the needs of members through self-assessment and strategic thinking
* Attend all Executive Committee, Board of Director, and membership meetings
* Serve as Chairperson of Finance Committee
* Complete annual audit with Finance Committee
* Maintain financial stability of organization
* Responsible for safekeeping and accounting of all funds and disbursement of funds as directed by the Executive Committee/Board of Directors
* Reconcile checkbook and money market accounts on a monthly basis
* Provide monthly financial reports to WSNA Executive Committee
* Prepare financial report for Board of Directors meetings as needed
* Prepare and submit annual draft budget to Executive Committee for review prior to WSNA Annual Conference
* Present budget at WSNA Annual conference
* Complete and file IRS annual corporate tax forms in timely manner
* Complete and file WY Secretary of State Annual Nonprofit Report in timely manner
* Prepare and maintain current W-9
* Prepare and maintain treasurer reports and files in accordance with generally accepted accounting procedures
* Responsible for maintaining current status as 501(c)3 corporation
* At end of term provide records and participate in the transition of Treasurer duties to newly elected Treasurer
* Perform other duties as may be required or assigned by the President