

# PeriAnesthesia Nurses Association of California (PANAC)

Job Description
<b>Treasurer</b>
Last reviewed: February 2019

## **Purpose of Job**

- Receives, disburses, manages and accounts for all funds and assets of the Association as directed by the Board of Directors
- Responsible for financial business related to procuring/maintaining liability and bonding insurance, updating records for tax-free corporation status, making reports of data and other information required for filing federal and state taxes and other related business that requires making payments, including distribution of all monetary awards and scholarships

## **Term of Office:**

- Two-year
- Elected in the even number year

## **Prerequisites**

1. PANAC/ASPAN member
2. Has held a position as a PANAC District Director, or has served as a previous or current member of the PANAC Board of Directors, or as a Committee Chairperson

## **Specific Job Duties and Responsibilities**

1. Maintains an accurate account of receipts and disbursements of funds and assets.
2. Reconciles bank accounts and prints quarterly report
3. Manages and moves assets between checking account and savings account /or higher interest earning accounts of reserve funds to obtain optimal interest earnings, in consultation with the Board
4. Manages savings and reserve funds in safe short to medium term securities (i.e., CD's) to obtain maximum earning available in consultation with the Board
5. Maintains and monitors liability and bonding, and crime insurance coverage and submit payments annually (March-April)

6. Files Statement of Information for non-profit corporation status with State of California every other year
7. Requests a proposed position budget (income and expenses for their position) in March/April from each officer and committee chair for preparing the next fiscal year's budget (fiscal year June 1-May 31)
8. Prepares an annual balanced budget with assistance from officers and committee chairs, circulates proposed budget via email attachment, and then finalizes for approval by email vote by May 31
9. Assembles financial reports and account records as well as association information (officer names/address, seminars held, scholarship recipients, etc.) and submits to accountant for filing state and federal taxes. Reviews prepared returns, signs and mails by Oct 15. Will need the social security numbers and addresses for any non-board member who is paid \$600.00 or greater for their services (i.e., speakers, book keeper, CPA, etc.). For speakers, this only refers to their honorarium being \$600.00 or greater.
10. Sends check to BRN to obtain Continuing Education Provider status every two years (odd year—expires Aug 31). Remind person responsible for PO Box to watch for letter from BRN in May or June of odd year and send to treasurer. After receipt of the certificate, make copy and forward certificate to Education Chair.
11. Prepares quarterly reports, seminar reports and an annual report at the end of fiscal year. Presents reports at Board meetings. Annual report is displayed for member review at annual seminar and must be voted on for approval by membership. An official annual report signed by all elected board members is maintained in treasurer's files.
12. Attends Strategic Planning meetings and Board of Director's meetings
13. Serves as a resource member to the Promotions committee
14. Assists chair to administer community project monies
15. Serves as a resource member to the Education committee by advising on budget, handling registrations fees including processing credit cards, depositing money, paying speaker honoraria and hotel bills and compiling seminar financial reports.
16. Monitors expenditures and initiates e-mail communication with Executive Board for approval of unbudgeted expenses or expenses which exceed budget limits
17. Distributes monies in accordance with the Association Bylaws, Policy/Procedure and prudent business practice. Reimbursement of expenses submitted will be made within ten (10) working days unless treasurer notifies Board of absence beyond 10 days.
18. Assists officers, Board members, and chairpersons with proper reimbursement proceedings
19. Assists districts and chapters in determining financial needs and reimbursements

20. Responds to inquiries regarding the financial structure/status of the Association
21. Reviews job description annually and revise as needed
22. Works with approved contracted personnel overseeing any projects/roles assigned to them
23. Performs other duties as requested by the President to support the functioning of the Association
24. Serves as a historical resource to PANAC
25. At the end of term of office, meets with the incoming person to review details of job, reports, records in files, and objectives in order to provide a smooth transition Identifies and encourages individuals to run for vacancies on the Board of Directors