



TREASURER JOB DESCRIPTION

Responsibilities:

The Treasurer is responsible for the management of the Associations accounts and its financial dealings.

Duties:

- Be fully aware of the financial position of the Association at all times and keep the
- Committee informed of all financial trends and any areas of concern.
- Issue receipts and promptly deposit all monies received.
- Be responsible for ensuring that adequate records are kept regarding the Associations financial transactions.
- Manage the Associations cash flow and maintain a working level of petty cash
- Be a signatory on Associations cheques with at least one other person.
- Prepare regular bank account reconciliations.
- Ensure that other Association members do not handle, deposit, pay out or otherwise deal with Association funds without your knowledge.
- Prepare detailed budgets each year, as well regular variance reports when necessary.
- Prepare and present a detailed financial report at each Committee meeting.
- Prepare and present full financial statements to the AGM.
- Invest surplus funds and manage the Association's investment program as per directions from Committee at a meeting or AGM meeting.
- Prepare annual financial accounts for auditing and provide the auditor with information as required.
- Ensure that annual returns and Business Activity Statements (including GST) are filed as required by state &/or federal legislation.
- Acquit funds received from government and/or council grants and submit the necessary financial statements.



- On behalf of the Committee, negotiate with financial institutions for overdrafts, loans, mortgages and other facilities as required.