PSEA Treasurer Job Description

Overview

The Treasurer is Chief Financial Officer of the Pennsylvania Society of Enrolled Agents (PSEA). The Treasurer is an officer of PSEA elected by the membership annually to serve a one year term. The Treasurer is responsible for the sound fiscal management of PSEA and keeps the Board informed about PSEA's ongoing financial condition. The Treasurer must know and understand PSEA's core values, strategic plans, bylaws and policies and procedures.

Responsibilities

- The Treasurer is a voting member of the Executive Committee.
- As Chief Financial Officer, the Treasurer must maintain complete and contemporaneous accounting records and books of account of all financial affairs and transactions of the Society.
- The Treasurer must maintain appropriate internal controls to safeguard all PSEA funds and resources.
- The Treasurer is responsible for depositing Society funds, issuing payment for Board approved Society expenditures, reconciling bank accounts, etc. in a timely manner.
- The Treasurer must maintain strict confidentiality with respect to disclosure of the books and records at all times.
- The Treasurer may not delegate his / her responsibilities to any other individual at any time.
- The Treasurer informs the Officers and Board of Directors of PSEA's financial condition by overseeing and distributing periodic financial statements.
- The Treasurer reports PSEA's financial condition at each Board meeting.
- The Treasurer works with the Finance and Budget Committee in developing the annual budget for review and approval by the Board of Directors.
- The Treasurer is a non-voting ex-officio member of the Audit Committee.
- The Treasurer reviews and authorizes expense reimbursement in accordance with the reimbursement policy established by the Board.
- The Treasurer is a signer on all PSEA bank accounts and may be asked to countersign checks written in excess of $1,000.

- In the unavailability of the President, the Treasurer can approve emergency expenditures.
- Each year, the Treasurer evaluates PSEA's financial condition and, at the November Board meeting, recommends whether dues should be increased or remain at the previous year's level.
- The Treasurer will relinquish all documents, books and records of the Society to the succeeding Treasurer at the conclusion of his / her term of office.
- The Treasurer ensures that PSEA's legal, incorporation and tax exempt status is maintained through the annual filing of required reports and Federal and state tax returns for the fiscal year ending during his / her term of office.
- The Treasurer prepares a written report for Board meetings and a written annual report for the Annual Membership meeting.
- The Treasurer maintains open communication and promotes cooperation with the PSEA Board of Directors.