**Treasurer**

Updated: December 20, 2018

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| Job or Activity: Treasurer | Person Responsible: Margie Thorngren, treasurer@pner.net |
| Elected or Appointed? appt | When? 2016 |
| Specific Qualifications? yes | If so, what are they? QuickBooks experience, accounting background |
| If this is a committee, list other members | NO |
| Other positions interface with this one. | All |
| By-laws Description: | **ARTICLE IV: OFFICERS, Section 4. Treasurer.** It shall be the duty and responsibility of the Treasurer to receive and be accountable for all funds belonging to PNER, maintaining a clear and accurate record of all transactions and financial condition of PNER; pay all obligations incurred by PNER when payment is authorized by the President or Board of Directors; maintains bank accounts in depositories designated by the Board of Directors; and render periodic financial reports. The Treasurer shall maintain the records or ledgers for accounts receivables and accounts payable. The Treasurer may be required, at the discretion of the Board of Directors, to secure a fidelity bond with the amounts of the bond filed by the Board of Directors and the premiums paid by PNER. |
| Expected monthly time commitment: | During convention months (November – February) 25 hrs. per month. All other months approximately 3 hrs. per month. |
| Basic Responsibilities:Monthly * Pay outstanding bills
* Obtain W9’s for any service providers prior to paying outstanding bill
* Record income deposited in the bank
* Reconcile Bank
* Reconcile Paypal and transfer monthly funds received

Quarterly * Prepare financials for review by Financial Review Committee
* Provide reconciled bank statements for the quarter
* Provide backup receipts of purchases made for the quarter
* Complete income and expense coversheet for the month
* Confirm that all W9’s have been collected for service providers
* Provide budget review to BOD and Financial Review committees

Special Tasks* Prepare yearly budget
* Track spending on approved budgets from all committees that are authorized funds
* Prepare a report for board meetings
* Type of report and submit to secretary for official record
* Prepare necessary forms and documents needed for tracking accounting responsibilities
* Yearly meeting with Financial Review committee to go over accounting practices and documents
* Provide all donors receipts for donation including in-kind by January 31st
* Create and send 1099-misc by January 31st
* Provide CPA with backup QuickBooks file by January 31st.
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