

WASHINGTON ASSOCIATION MEDICAL STAFF SERVICES

**TREASURER
POSITION DESCRIPTION**

SUMMARY:

The Treasurer shall be custodian of the funds of the Association and will keep a record of payment of dues, render an annual budget and financial statement, present quarterly reports to the Board of Directors, and perform other duties as may be necessary to coordinate and advance the Association's objectives (Article X, Section 4)

This office of WAMSS must hold membership in NAMSS.

DUTIES (include, but are not limited to)

- 1) Board of Directors:
 - a. Attend and participate in quarterly Board meetings as a voting member
 - b. Attend and participate in the Annual State meeting
- 2) Membership Dues:
 - a. Receive and deposit dues within two weeks of receipt
 - b. Maintain accounts and reports of dues collections.
- 3) Financial Records:
 - a. Maintain bank accounts and ledgers
 - b. Pay bills within two weeks of receipt
 - c. Prepare and submit quarterly reports to the Board and at the annual state meeting.
 - d. Arrange for billing and collection of job postings to the WAMSS website
 - e. Transfer all records and supplies to incoming treasurer within two weeks of installation.
- 4) Annual Budget:

Prepare budget for fiscal year and submit to Board of Directors at the beginning of the year.
- 5) Fiscal Year
 - a. The fiscal year is June 1st to May 31st. This has been set with the IRS and can not be changed.
 - b. Consult with Padgett & Padgett to ensure that taxes are completed and filed in accordance to regulation as it pertains to our fiscal year. Taxes must be filed no later than October 15th.
 - c. File an annual report with the Secretary of State, including re-registering our not-for-profit organization status to include the officers for the current year.
- 6) Inventory:
 - a. Maintain inventory of supplies related to accounting functions.
 - b. Maintain financial records for the association in accordance to tax regulations.
 - i. Files can be destroyed as they become outdated by shredding.

- 7) Miscellaneous:
 - a. Make contributions to the newsletter whenever appropriate
 - b. Make recommendations regarding investments.

CALENDAR OF EVENTS:

May:

- Have newly elected members of the board sign bank information for the issuing of WAMSS credit cards.