

WASHINGTON ASSOCIATION MEDICAL STAFF SERVICES

TREASURER POSITION DESCRIPTION

SUMMARY:

The Treasurer shall be custodian of the funds of the Association. The Treasurer shall keep a record of the payment of dues, render an annual budget, prepare a financial statement which shall be presented to the membership at the Annual Meeting, receive and disburse Chapter dues, and perform such other duties as may be necessary to coordinate and advance the Association's objectives. The Treasurer should have had previous accounting and/or finance experience. The Treasurer shall be the custodian of all financial records. (Article X, Section 4)

This office of WAMSS must hold certification either CPMSM or CPCS

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 cannot 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. **This report is due in November of each calendar 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 - i. Files can be destroyed by shredding as they become outdated. **Documents must be maintained for seven years.**

- 7) Miscellaneous:
 - a. Make contributions to the newsletter whenever appropriate.

CALENDAR OF EVENTS:

Ongoing:

- Board of Director's Quarterly Meetings

May:

- Have newly elected members of the board sign bank information for the issuing of WAMSS credit cards. **Appropriate forms must be requested from Merrill Lynch each time changes are made to assure that the correct forms are utilized.**

October:

- Taxes must be filed no later than October 15th.

November:

- File an annual report with the Secretary of State