



National Treasurer

2020-2021

Description: The National Treasurer is the chief fiduciary officer for the association. The responsibility lies with them to manage and maintain accurate records and accountability to the entire Association. Duties include those below and anything addressed in the National Operating Procedures/National Officer Duties/Section 6.

- Responsible for the receipt of all monies payable to NAPMW.
- Responsible for the preparation of monthly financial statements including the keeping of all accounts and financial records.
- Be familiar with the Financial Operating System that works in conjunction with NAPMW's bank account (currently Quickbooks) to insure that all bills and income are posted and reconciled with the Bank Statement.
- Responsible for disbursement of funds upon the normal authorization for payment of bills, invoices, and reimbursement requests including verifying all information contained therein complies with Budgetary Guidelines and Definitions INCLUDING monthly dues payments to local associations.
- Comply with all IRS regulations as they relate to the financial records of NAPMW.
- Attend monthly Board Conference Calls.
- Attend other conference calls as requested and as necessary
- Prepare and present Treasurers Training in classroom style at National Conference or via webinars.
- Serve as a member of the Finance Committee to prepare the new budget
- Overseeing and ensuring that all Local Associations are in compliance with the filing of their 990s and year end reporting.
- Responsible for collecting and storing of all Local Association Treasurer reports.
- Responsible for monitoring and filing of Region Treasurer reports, 990's and year end reporting.
- Responsible for monitoring and reconciling the Region accounts while on suspension.
- Responsible for monitoring and review of yearly audits done for all local associations and for National
- Be a signatory along with the NVP on the Region accounts while on suspension.
- Answer financial questions of members.
- Be familiar with the Financial Management Handbook.
- Perform such other duties as directed by National Board and/or President

Quarterly:

- All of the above.

Monthly:

- Financial Statements (P&L and Balance Sheet).
- Attend National Board Conference Calls
- Disburse payments of Dues to Local Associations

Weekly or As Needed:

- Payment of bills.
- Posting of Funds received by check.

Potential Candidates Might Appreciate Knowing: Familiarity or knowledge of Quickbooks or NAPMW's current financial software is a plus, but otherwise be willing to train on it. Be familiar with financial procedures and contents of the Financial Management Handbooks.