**Job Description—Treasurer**

The Treasurer serves as a member of the Board of Directors and performs the following duties in service to the organization:

* Collect and record membership dues payments from new and existing members
* Make bank deposits as needed
* Pay bills owed by the organization
* Make appropriate purchases as requested by fellow board members**,** Committee members and others as needed
* Process registrations and payments for the Annual Conference and Summer Drive-In Workshop
* Attend Board Meetings as scheduled by the President
* Prepare financial statements periodically and upon request
* Maintain accurate financial records
* File IRS Form 990-N on an annual basis
* Submit IRS 1099 filings on an annual basis or as applicable
* Serve as a member of the Membership Development Committee and the Annual Conference Committee
* Assist fellow board members and existing and potential members with questions regarding payments, financial records and other requests as needed in a timely manner

**Qualifications:**

* Excellent attention to detail
* Strong customer service orientation
* Willingness to learn new skills
* Knowledge of basic accounting
* Basic math skills