



JOB DESCRIPTION

OAMR TREASURER

RESPONSIBILITIES

- A. Receipt all monies received by OAMR. (Original receipt is mailed to payer, as necessary).
- B. All funds received are to be promptly deposited in an OAMR account (savings, checking, CD, or other appropriate OAMR fund).
- C. Post, in an appropriate register, receipts to the proper account, i.e. Income: Interest; Expense: Newsletter, etc.
- D. Pay all claims deemed to be due and payable from OAMR funds in a timely manner and charge them against the appropriate general ledger account.
 - D.1. Pay bills no later than due date on invoice.
 - D.2. Make reimbursements within two weeks from submission, generally.
- E. Maintain a record of all claims invoices paid, cross referenced to check number.
- F. Maintain accounts and reconcile statements on a monthly basis.
- G. Send out annual dues notice to OAMR membership, with a cover letter from the OAMR president attached.
- H. Work closely with the Membership & Mentoring Committees, forwarding all membership registrations to the Chairs.
- I. Work closely with the Education Committee, forwarding all Education registrations, including Mid-Year Academy, Annual Academy and On-the-Road Workshops.
- J. Work closely with the Conference Committee and its subcommittees, keeping them advised of annual conference registrations, including but not limited to:
 - Mentoring
 - Kathy Walk
 - Registration
 - Vendors
 - Sponsors
- K. Work closely with Special Projects Committee:
 - Track raffle tickets issued/moneys turned in
 - Provide expenditure reports

- L. Prepare an annual financial report for the annual conference business meeting, and as part of the Audit Committee, have all appropriate records available at the time of the audit.
- M. Provide Executive Board with a quarterly financial statement.
- N. Shall be the appointed registered agent of the Association for purposes of corporation business, receive Association legal documents and shall submit proper renewal form to the State Corporation Commissioner.
- O. Shall serve on the Budget Committee and work closely with the 1st Vice-President to provide a draft budget document for the Budget Committee. The Treasurer shall maintain the drafts, providing copies to the committee as requested; provide the 1st V-P with the final 'Approved' version; and shall provide the President the final 'Adopted' version.
- P. Update checking and savings account authorized signatures, as required by the financial institution and approved by Resolution.
- Q. Shall perform an annual review of the OAMR Expense Policy, and make any recommended changes to the Board.
- R. Distribute the Expense Policy to the Board and Committee Chairs as soon as practical after the Annual Conference.
- S. Relinquish all records to the newly elected Treasurer upon completion of the previous year's business audit.
- T. Adhere to the OAMR Code of Ethics.

CALENDAR

- A. Pre-Conference:
 - Forward Conference & Academy registrations to various committee chairs as needed, i.e. Conference, Education, Kathy Walk.
 - Forward Sponsor and Vendor information received to Chairs.
- B. Annual Conference:
 - Work with Registration, tracking moneys received and due.
 - Provide Conference Chair with estimates of fund-raising money received, and provide final estimate at Annual Banquet.
 - Acquire signatures of President and 1st Vice-President on financial institution form; add Treasurer signature & forward to bank.
- C. Following conference:
 - Provide copy of Expense Policy to Executive Board & Committee Chairs.
 - Set date for audit with chair of Audit Committee/perform audit.
 - Meet with newly elected Treasurer after audit; turn over all books, software, laptop & printer.
 - Forward Adopted Budget & Budget Narrative to Executive Board.

- D. December: Mail dues notices and submit 'Dues Reminder' article to Newsletter Chair.
- E. January - April: Forward Mid-Year registrations to Education Chair.
- F. February: Provide Board with quarterly financial statement.
- G. April: Begin preparing member raffle tracking cards.
- H. May: Provide Board with quarterly financial statement.
- I. June: Prepare draft budget.
- J. August: Provide Board with quarterly financial statement.

QUALIFICATIONS

- A. Must be an active member of OAMR in good standing.
- B. Must have actively participated on an OAMR committee for two years, within the past four years, prior to taking office.
- C. Must have a municipal finance background.

NOTES:

1. *The OAMR fiscal year is November 1st through October 31st.*
2. *The Treasurer should reference OAMR Bylaws and the OAMR Expense Policy for guidance in performance of duties.*