



JOB DESCRIPTION

OAMR TREASURER

Responsibilities:

- A. Receipt all monies received by OAMR. (Original receipt is emailed or 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. Receive all membership dues from the Membership Committee Chair for recording and deposit.
- H. Work closely with the Education Committee, forwarding all Education registrations, including Mid-Year Academy, Annual Academy and On-the-Road Workshops.
- I. Work closely with the Conference Committee and its subcommittees, keeping them advised of annual conference registrations, including but not limited to:
 - Special Conference Fundraising Event Registrations
 - Registration
 - Vendors
 - Sponsors
- J. Work closely with Special Projects/Fundraising Committee:
 - Track raffle tickets issued/moneys turned in
 - Provide expenditure reports
- K. 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.
- L. Provide Board with a quarterly financial statement.
- M. Shall be the appointed registered agent of the Association for purposes of corporation business, receive Association legal documents and shall submit proper renewal form and any amendments to the annual report, including changes in mailing address to the State Corporation Commissioner.
- N. 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 Vice President with the final 'Approved' version; and shall provide the President the final 'Adopted' version.
- O. Update checking and savings account authorized signatures, as required by the financial institution and approved by Resolution.

- P. Shall perform an annual review of the OAMR Expense Policy, and make any recommended changes to the Board.
- Q. Relinquish all records to the newly elected Treasurer upon completion of the previous year's business audit.
- R. Adhere to the OAMR Code of Ethics.
- S. Prepare the Federal Tax Form – 990 and submit it before the March 15 deadline.
- T. Prepare the annual Oregon Charities to the Department of Justice CT-12 Report, filing with a copy of the IRS Form 990.
- U. Maintain a log of all scholarships, raffles and donations received during the fiscal year to include on the 990 and/or other reports required.
- V. If the Board has voted to acquire and maintain a State Raffle License – Prepare the annual State Raffle License application and renewals and all necessary raffle reports in a timely manner.
- W. Prepare receipts for all tax deductible eligible donations received from members or others for items used for fundraising and email or mail to donors before the end of the tax year.

Calendar:

- A. January: Begin forwarding Mid-Year registrations to Education Chair, 1st Vice President and any other Committee Chair needing the information.
- B. February: Provide Board with quarterly financial statement for November, December and January.
- C. March: Prepare and submit Federal Tax Form 990. Prepare and submit Oregon Department of Justice Charitable Activities Annual Report (CT-12).
- D. April: Prepare and submit Oregon Corporation Division Annual Report.
- E. May: Provide Board with quarterly financial statement for February, March and April.
- F. July - August: Work with Budget Committee on draft budget.
- G. August: Provide Board with quarterly financial statement for May, June and July. Prepare a report for the Annual Business Meeting Packet.
- H. Pre-Conference:
 - Forward Conference & Academy registrations to various committee chairs as needed, i.e. Conference, Education, Conference Fundraising Event.
 - Receive vendor and sponsor payments from Conference Committee Sub-Committee Chairs.
- I. Annual Conference:
 - Work with Registration, the store and Special Fundraising Committee members, tracking moneys received and due.
 - Receipt all money received and deposit all funds at the close of the conference.
 - Provide Conference Chair with estimates of fundraising money received, and provide final estimate at Annual Banquet.
 - Pay all charges for hotel, conference expenses and member reimbursement requests for conference related expenses.
- J. Following conference:
 - Acquire signatures of President and 1st Vice President on financial institution form; add Treasurer's signature & forward to bank.
 - Work with the Chair of the Audit Committee to set the date for the Audit.
 - Meet with newly elected Treasurer after audit; turn over all books, software, laptop & printer.
 - Forward Adopted Budget & Budget Narrative to the Chair of the Internet Committee for posting on the OAMR web site.

- K. November:
 - Close out prior fiscal year, prepare year-end reports for Board, and open new fiscal year, including entering the new budget into the accounting software.
 - Send annual donation to MCEF.
- L. December: Receive Membership Dues from the Membership Committee Chair.

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.***