

## **TREASURER**

### **Job Summary**

- Responsible for payment of all bills authorized by the Association. Keeps an itemized account of all receipts and disbursements and shall present an official report to the Association upon request.
- Is a member of the Executive Board.

### **Essential Functions:**

- Follows Treasurer's Calendar monthly
- Maintains PPMTA checkbook with written accounting of deposits and debits in chronological order
- Acknowledges receipt of requisitions via email upon receipt
- Reimburses members for expenses in a timely manner (3 day turn around)
- Pays PPMTA bills in a timely manner (3 day turn around) including expenses for monthly programs, judges, facilities, awards, recital programs, food and other expenses
- Receives and processes all monies in a timely manner (3 day turn around) including membership dues, festival fees, PayPal funds transfers, donations
- Transfers funds from Pay Pal to PPMTA checking account after registrations are complete for festivals
- Maintains financial records utilizing Excel program
- Reconciles bank statements
- Reconciles Pay Pal account
- Reviews festival reports for agreement with Treasurer accounting
- Provides monthly financial reports to board and general membership
- Prepares annual financial report and annual budget
- Keeps a record of all legal documents / contracts
- Maintains historical accounting records electronically and physical Treasurer books for seven years
- Discards physical records over seven years old by shredding the documents
- Prepares any required tax statements
- Facilitates annual audit