



American Gold Star Mothers, Inc.

Position Description: Treasurer

JOB DESCRIPTION: Required to be insured during her term of office for a sum to be determined by the National Executive Board, the cost to be borne by the organization. She shall deposit the funds of the organization in an institution or institutions designated by the National Executive Board. She shall collect all fees and per capita and shall certify to the payment thereof. She shall keep the financial books of the organization, pay claims approved by the National Executive Board. She shall render to the organization at the annual convention a statement of the monies received and disbursed during the interim between annual conventions and also render a monthly financial statement to the National President, or at more frequent intervals at the request of the National President. Thirty days following the National Convention, she shall submit the books and records to a firm of Certified Public Accountants approved by the National Executive Board, and at the end of her term, she shall turn over all funds and property of the organization to her successor to the National Executive Board, for which a receipt will be given. She shall be the custodian of property of the organization, except as hereinafter provided.

SUMMAR OF JOB FUNCTIONS:

- Serves on committees as assigned by the National President
- Oversees the management of the organization's finances, including investment funds
- Provides an accounting of the organization's finances during mandatory business meetings of the NEB and at the National Convention
- Acts as one of three signatories on the checking account
- Sends a monthly accounting statement to the National President and 1st Vice President
- Serves as Chair of the Finance Committee
- Develops an annual budget in collaboration with the National President for presentation to the NEB and maintains a current balance sheet
- Maintains knowledge of nonprofit accounting practices, nonprofit tax laws, fiscal record keeping and any special requirements of nonprofit corporations in the District of Columbia
- Files all government tax documents and required licensure applications and/or renewals according to regulations
- Works with the CPA approved by the NEB to compile the annual financial report

Additional Skills necessary to perform duties include, but are not limited to, the requirement of computer skills for all NEB members with special attention to any software platforms or programs necessary for maintaining the accounting of the organization

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by this member of the National Executive Board of American Gold Star Mothers, Inc. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of this position. All NEB members may be required to perform duties outside of their normal responsibilities as needed.