

# **MGANM Treasurer**

## Job Description

### **Job Summary:**

The MGANM Treasurer is responsible to maintain the accurate and timely financial records of the organization. The Treasurer will receive all income and make bank deposits, pay bills ensuring that expenses are legitimate, timely and approved. The Treasurer will maintain the annual budget and report monthly/bi-monthly actual income and expenditures to the MGANM Board. The Treasurer will complete all financial reporting to the IRS, and affiliates as needed.

### **Job Duties:**

1. Maintains the association's bank account. Makes deposits and writes checks as directed by the Board. Resolves any banking issues that may arise and balances the checkbook.
2. Assists in the development of the annual budget and provides financial history to the Board making recommendations for spending. Reports budget comparison to actual expenses/income at each Board meeting
3. Prepares financial reports as needed for the IRS, The Botanic Garden/MMGA, special events, and other collaborators as needed.
4. Maintains the membership roster compiled from annual membership applications. Works alone or with a Membership Chair to communicate with members regarding membership.

Approved  
3/3/16