

NAEMT Position Description

Job Title: Treasurer

General Overview: Serves as the Chief Financial Officer for the association. Responsible for the general management and oversight of the financial affairs of the Association.

Responsibilities:

1. Serves as the Chair of the Finance Committee.
2. Works with committee staff contact to schedule conference calls and meetings of the Finance Committee.
3. Works with the committee staff contact to develop and distribute Finance Committee conference call/meeting agendas and background materials.
4. Reviews and approves monthly and annual financial statements.
5. Provides reports at the regular meetings of the Board of Directors on the condition of the treasury and the operating performance compared with the budget of the association.
6. Submits the annual financial report, as prepared by NAEMT's contracted accountants, for publication and distribution to all NAEMT members.
7. Works with the Executive Director and the President to develop the annual budget for approval by the Board.
8. Reviews and approves budgeted and unbudgeted expenditures in accordance with the financial policies of the association. Submits those expenditures that require Board approval to the Board with an appropriate recommendation.
9. Provides consultation to the President, as requested, for approval of reimbursement requests.
10. Makes recommendations to the Board, as needed, on financial policies, procedures and activities.
11. Serves as Treasurer to the NAEMT Foundation.

12. Oversees the association's investments in accordance with the Operating and Reserve Fund Policy and Procedures.
13. Provides quarterly reports on the status of the reserve fund to the Board. Reports to the President on any account changes in the reserve fund.
14. Serves as a signing officer, as required, on checks, tax documents and other official correspondence on behalf of the association.
15. Fully complies and promotes adherence to the bylaws and operational policies of the association.
16. Conducts the affairs of the association in a manner befitting the position of treasurer and in accordance with the NAEMT Code of Conduct.

Qualifications:

- All of the qualifications for NAEMT officer as enumerated in Article 5.5.2 of the NAEMT Bylaws.
- Interest in and ability to devote the time necessary to effectively serve as the Treasurer of NAEMT.
- Good written and verbal communication skills.
- Understanding of financial reports (profit and loss, balance sheet)
- General understanding of non-profit organizations and financial requirements.
- Full understanding of the fiduciary responsibilities of the NAEMT Treasurer.