

**Idaho Physical Therapy Association
Position Description
Treasurer**

1.0 INTRODUCTION

The purpose of this job description is to establish and define the functional role, requirements, reporting relationships, authority, tasks and responsibilities, and measurements of performance of the Treasurer of IPTA.

2.0 FUNCTIONAL ROLE

- 2.1 The Treasurer provides a realistic profile of the financial needs of the IPTA and achieves a balanced budget in conjunction with the Executive Director and Finance Committee.
- 2.2 The Treasurer serves as custodian of all funds of the IPTA with said funds to be paid out only upon approval of the Executive Committee.
- 2.3 The Treasurer serves as a member of the Executive Committee, the Board of Directors, and the Finance Committee, but shall not serve as Chairperson of the Finance Committee.
- 2.4 The Treasurer maintains accurately all checking and savings accounts, time certificates, and other investments.
- 2.5 The Treasurer, with the Finance Committee, develops and maintains an accurate and ongoing yearly budget.
- 2.6 **Term:** The IPTA Treasurer is elected to a 2-year term during annual elections held in the fall on odd numbered years.

3.0 REQUIREMENTS

- 3.1 **Membership:** IPTA member in good standing for at least 2 years required. May be a PT, PTA, or Life Member.
- 3.2 **Experience:** Previous committee chair or leadership position in the IPTA.
- 3.3 **Skills, Knowledge, and Abilities:** Ability to function independently and inter-dependently and have a good understanding of financial statements and accounting concepts. Knowledge and experience in strategic planning, organizational structure, and business operations. Honesty and an ability to fulfill the time commitment to complete the functional role as

well as to participate in 3 IPTA/BOD meetings per year and Executive Committee teleconferences.

3.4 Physical and Mental Requirements:

3.4.1 **Physical:** Willingness to interact via telecommunication for finance committee and budgeting purposes and to travel to IPTA BOD and Chapter meetings.

3.4.2 **Mental:** Requires good reading and accounting skills. Requires good organizational and business operations skills.

4.0 REPORTING RELATIONSHIPS

4.1 The Treasurer is elected by the membership at large.

4.2 The Treasurer reports to the President and the Board of Directors.

4.3 Finance Chair, Education Chair, and PT-PAC Liaison report to Treasurer.

5.0 AUTHORITY

5.1 The Treasurer has the authority to pay IPTA bills as budgeted

5.2 Maintain accurate records of checking, savings accounts, time certificates and other investments.

5.3 Prepare IPTA budget with the Finance Committee.

5.4 File IPTA income tax statements.

5.5 Expected Reimbursement:

5.5.1 Reimbursement for travel to and from IPTA Board of Directors meetings.

5.5.2 Travel and accommodations to the Component Leadership Seminar

5.5.3 Telephone charges for IPTA related business

5.5.4 Postage

5.5.5 Travel related expenses for other IPTA-related business

6.0 TASKS AND RESPONSIBILITIES

6.1 The Treasurer keeps true and accurate accounts of all receipts and disbursements which shall be the property of the IPTA.

- 6.2 The Treasurer reports all receipts and disbursements semi-annually to the Executive Committee, the Board of Directors, and the Membership at the Board of Director (BOD) and general chapter meetings.
- 6.3 The Treasurer disburses non-budgeted funds up to \$1000 if approved by the Executive Committee; amounts greater than \$1000, if not included in the budget, must be approved by the membership prior to payment.
- 6.4 The Treasurer keeps all correspondence as treasurer for the present year and the previous year.
- 6.5 The Treasurer files Income Tax Statements with the IRS as required by law.
- 6.6 The Treasurer reviews and assists in updating the Financial Policy Manual as needed.
- 6.7 The Treasurer participates in the audit process.
- 6.8 The Treasurer pays bills in a timely manner.
- 6.9 Prepares annual budget with the Finance Committee.
- 6.10 Follows Treasurer's Checklist for task deadlines.

7.0 MEASUREMENTS OF PERFORMANCE

- 7.1 Kept true and accurate financial records of all IPTA accounts, receipts and disbursements throughout the term of office.
- 7.2 Paid IPTA bills in a timely manner.
- 7.3 Prepared annual budget with Finance Committee and informed IPTA Board of Directors and Members of this budget.
- 7.4 Participated in audit process.
- 7.5 Filed Income Tax Statements with the IRS as required by law.

8.0 ACKNOWLEDGEMENTS

I have reviewed and understand the above position description. I also agree that the Board of Directors has the right to change this position description by providing notice to me of the changes.

Treasurer

Date

President of the IPTA

Date

TREASURER CHECKLIST

<u>TASK</u>	<u>TIME FRAME</u>
Prepare Budget	
1. Rough Draft	Spring Meeting (Apr-May)
2. Final Draft	Fall Meeting (Sept-Oct)
Form 99 Taxes	May 15
Lobbying Expense	June 15
Annual Audit	Feb 15
Report of Financial Status to APTA	June 15
Semi-annual Status to IPTA BOD	Spring and Fall BOD Meetings