

NMCA is searching for a Treasurer

NMCA Treasurer Description Overview

This position is part of the Executive Board and the Financial Affairs Committee. Currently non-voting, ex-officio member. The term is a minimum of one year, renewed annually. The approval of an annual budget shall constitute authorization for the Treasurer to spend funds up to the limits of specific line items.

This volunteer position, duties include:

- oversight of the organization's financial administration:
 - management of membership funds
 - manage cash flow (such as deposits from training and membership)
 - pay and record bills to include division payouts
 - maintain bank account and reconciling statements (with support from accountant) for quarterly board meeting reports
 - coordinate with accountant directly as liaison for the board
 - as needed for monthly and year end
 - for quarterly reconciliations, EOY reporting for 990N and COROS
 - work with divisions for quarterly and EOY financial reports
 - create and manage an annual budget
 - update and maintain all business documents for 501c3 to ensure that Federal and State reports are filled by those assigned
 - maintain electronic and hard copy support documents for financials
 - be familiar with QuickBooks and online banking and generate reports as needed
 - maintain a record of activities
 - work with Board as needed for mission development of the Association and to support board activities
 - attend monthly meeting and other meetings as required to support the Executive Board
 - understand association bylaws
 - review Financial Policies and Procedures with Financial Committee
 - assist in Training/Conference Planning
 - commit approximately 7-10 hours monthly (time varies based on association activities)
 - work independently to complete needed tasks
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If Joining our team as the Treasurer interests you please email your CV/Resume and a letter of interest to our current Treasurer Kathleen Charest at treasurer@nmca-nm.org