

JOB DESCRIPTION

TREASURER

Term: Two year term

Method of election: Chapter wide election

DUTIES:

Collaborate with Office Manager and National to prepare a financial statement in compliance with acceptable accounting practices.

Prepare monthly and quarterly financial statements to the board of directors.

Submit Quarterly Financial Statements to Board two weeks in advance of scheduled Board meetings.

The Treasurer holds primary responsibility for reviewing the timesheet of the Office Manager and paying the Office Manager for hourly work each month.

Will review the monthly Bank Statements and direct questions and concerns to Office Manager.

Monitor and provide oversight through the Office Manager regarding preparation of the tax report and audit report.

Prepare a preliminary budget in collaboration with the Office Manager for review by the Board.

EXPECTATIONS:

Attend board meetings.

Participate in NASW activities.

Participate in decision making process to fulfill the mission of the chapter.

QUALIFICATIONS:

Member of NASW

Erlenweg 22
69124 Heidelberg
Telephone +49 (0) 6221 315 915
Email: naswintl@naswinternational.org

CMR 419 Box 1913
APO AE 09102
Fax +49 (0) 6221 337 843