

Position: **Treasurer**

Responsible To: **President, Board, and Chapter Members**

Direct Reports: **Volunteers**

FUNCTION

Chief Financial Officer of the association. The treasurer acts as the Chief Financial Officer and Advisor to the Board of Directors and has fiscal responsibility for the organization.

RESPONSIBILITIES

- Oversee the financial affairs of the organization and ensure proper records are kept and that effective financial procedures and controls are in place
- Oversee the production of monthly financial reports and present these reports to the Board of Directors at their regular meetings
- Oversee the development of, and monitor compliance with, Board-approved financial policies
- Assist the Board of Directors in assessing the financial viability of proposed programs, projects and fundraising campaigns
- Leads the chapter's SHRM Foundation initiatives
- Establish/maintain a dashboard or set of key performance indicators that tells the Board of Directors at a glance how the organization is doing on critical measures and regularly report to the Board on that dashboard
- Ensure that all monies received are deposited in a timely fashion and in authorized financial institutions
- Responsible for coordinating the annual budgeting process
- Prepare, monitor and maintain budgets
- Provide training on budget development and management as needed
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter
- Orient incoming Treasurer

REQUIREMENTS

- Must be a SAHRA member in good standing
- Must be a SHRM member in good standing
- Ability to effectively represent organization to the community at large
- Ability to set strategic direction, goals and objectives
- Effective communication skills (oral, written and presentation)
- Ability to identify creative solutions within limited resources
- Ability to attract, coach, develop and mentor volunteers
- Ability to create, monitor and stay within budgets
- Knowledge of bookkeeping and financial management
- Good financial analysis skills
- **Must attend 50% of SAHRA events and 80% of Board meetings**

TIME COMMITMENT, in addition to Board and Monthly meetings:

Approximately 6 hours per month.