

Treasurer Role Description

The Treasurer reports to the President of the chapter and works with the Vice President of Operations, the Vice President of Governance and the Secretary to maintain the monthly ISACA Atlanta financials. The Treasurer is accountable for ensuring the chapter's finances are recorded, appropriately maintained and reported to the board each month. At year end, the Treasurer is responsible for coordination of an audit by a third-party CPA, obtaining the letter of attestation and communicating Atlanta's annual financial report to the ISACA National Office.

Responsibilities of the Treasurer

- Oversight and monitoring of all banking institutions where funds are held
- Establish and maintain relationship with commercial bankers
- Technical expertise with accounting management software
- Ethical monitoring of cash and accounts
- Trips to the post office box mail for check pickups and general ISACA Atlanta mail
- Writing and depositing checks related to ISACA Atlanta expenditures
- Ensuring funds for services provided to ISACA Atlanta are collected and recorded
- Categorizing all debits and credits appropriately for reporting
- Researching, analyzing and resolving financial discrepancies
- Monthly recording and reporting at board meetings on financials
- Yearly reporting to the national office
- Escalating issues related to finances to the board
- Tax filing at year end