Vermont State School Nurses' Association, Inc.

Affiliate of NASN and Vermont NEA

JOB DESCRIPTION

POSITION TITLE **TREASURER**

QUALIFICATIONS

- Member of the VSSNA for two consecutive years prior to the nomination (hereinafter referred to as Association)
- Currently licensed to practice as a professional Registered Nurse in Vermont
- Currently licensed by the Vermont Agency of Education with an endorsement as a School Nurse or Associate School Nurse
- Employed as a School Nurse in a Vermont Supervisory Union, School District, School Administrative Unit or Independent School or in retired status

GOALS AND OBJECTIVES

Responsible for all finance, accounting and reporting activities including responsibility over the budget, procurement, accounts receivable and accounts payable.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Attend all Board of Directors and Association meetings
2. Prepare, distribute and maintain the Treasurer's Report at each Board of Directors and Association meeting
3. Maintain accurate records of all Association bank accounts and special funds
4. Ensure security of all financial data
5. Be responsible for providing all records of financial activity for annual review, or as otherwise requested by the Board of Directors
6. Submit all records to an outside accounting agency for verification when directed to do so by the Board of Directors
7. Complete and submit the tax Form 990, if required
8. Prepare budget in accordance with the Bylaws
9. Be bonded annually
10. Complete nonprofit registration with the Vermont Secretary of State's Office by filing a biennial report between January 1 and April 1
11. Other duties as assigned by the President of the Association

TERM OF OFFICE

Two years, July 1 (odd years) to June 30