CMGA TREASURER

- Is a member of the Board
- Manages finances of the organization; keep accurate and timely accounting records (see Accounting Policies Manual) on QuickBooks
- Administrates fiscal matters of the organization (e.g., IRS and State filings, pays bills, reimburses expenses, etc) (the outgoing Treasurer is responsible for preparing the 990EZ for the previous year)
- Provides annual budget to the board for members’ discussion and approval (see Budget Process)
- Ensures development and board review of financial policies and procedures
- Manages the Paypal Account
  - Receives payment and information for membership dues, and fees for Symposium and Safari
  - Summarizes information on Excel and directs the information to the Membership Chair or Safari/Symposium Registrant
  - Reconcile account and record details monthly to QuickBooks