



ACT TREASURER DUTIES AND RESPONSIBILITIES

1. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting
2. Pay out such funds upon orders of the President in accordance with policies and procedures of the Representative and the Executive Board (as outlined in the CTA Treasurer's Handbook)
3. Provide a written financial report for each regular meeting of the Representative Council and Executive Board
4. Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership
5. Be responsible for submitting membership and financial reports to CTA, NEA, and other agencies as required by law.
6. Perform such other duties as may be directed by the President.
7. Should be computer-literate. Proficient in use of Excel (must be able to write formulas) and have a working knowledge of Quick Books Pro.
8. Be available to attend weekly ACT Officers' meetings as needed.
9. Maintain weekly office hours to complete all receipts, expenditures, bank reconciliation, maintain financial records file, payroll and financial reports.
10. Attend all Executive Board Meetings and Rep Council Meetings
11. Attend CTA and/or Service Center One Treasurer Training(s).
12. Be available during the months of June and July to pay bills and create financial reports.