

CASN Treasurer Job Description

Role and Responsibilities

- Maintain active membership by CASN/NASN unified
- Attend all CASN Executive and Full Board meetings
- Serve as Chair Person of Finance Committee (President, President Elect & appointed person with working knowledge of finance)
- Maintain financial stability of organization, including but not exclusively, assets for 6 months operation expenses plus annual conference budget
- Responsible for the safekeeping and accounting of all funds and disbursement of funds as directed by the Executive Board
- Provide monthly financial report to CASN Executive Board
- Serve as treasurer and member of the annual School Nurse Conference Committee
- Other duties as assigned by President

Tasks

- Submit annual draft budget in September. Budget is compiled from Executive Board and transition meeting strategic planning goals.
- Prepare financial records when school begins (August or September) for corporate tax filing.
- Provide documents when school begins (August or September) for corporate tax filing.
- Provide documents for July internal audit. It is suggested that the annual internal audit be performed by the Finance Committee.
- Reconcile checkbook & money market monthly. Send reconciliation report to President or Co-treasurer.
- Treasurer will need access to a PC for QuickBooks program. Back up disc is provided to co-treasurer.
- Treasurer will need access to a PC for QuickBooks program. Back up disc is provided to co-treasurer on monthly basis.
- Treasurer will need access to First Bank for deposits & withdrawals. Xerox all checks and attach to deposit slip and bank receipt.
- Sales tax- Complete the following four forms quarterly: Colorado Sales Tax & Return, RTD, Denver Sales/Use Tax Return and 17a (state, special district, city & county form). Maintain separate line item for sales products.
- Responsible for maintaining current status of 501c tax status.
- Collect W9 on all service providers paid more than \$600.00.
- Send 1099 form by January 30 to all said providers.

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- First of November- Order 1099 & 1096 forms from IRS website.
- End of February- Send 1096 Annual Summary & Transmittal of US information returns to IRS.
- Maintain treasurer files. Yellow folders should be packaged in a manila envelope at the end of the fiscal year, dated, and earmarked to be kept for an additional 5 years. Red folders are kept indefinitely. Miscellaneous folders can be kept at treasurer's discretion.

Updated February 5, 2013