**BCH TREASURER**

**JOB DESCRIPTION**

Mission: To maintain timely, clear, and accurate financial records of BCH.

Activities:

* Maintain the financial records of BCH, including, but not limited to, the income and expenses including supporting documentation.
* Coordinate financial activities with president of all BCH functions involving earning or expending BCH funds.
* Make timely deposits of income to BCH and pay BCH expenses, or cause and monitor these activities, based on the budget and documented expenditures.
* Enter chapter and/or state BCH deposits with correct account coding based on how you track.
* Request all BCH checks from the accountants with back up documentation from Chapters and State officers.
* Reconcile monthly checking and savings accounts.
* Be the primary contact for all things financial.
* Ensure that the bank, and other financial institutions, have an accurate record of who has signature authority on BCH accounts.
* Comply with the current signature requirements in the issuing of checks
* Lead the process of preparing an annual BCH budget as defined in BCH regulations.
* Be familiar with all BCH policies and procedures affecting BCH finances.
* Be familiar with all government regulations affecting BCH.
* Complete, or cause to complete, all financial reports required by government agencies.
* Make financial records available for review at the request of the President or the board and at least on an annual basis
* Provide a current financial statement for each Board and Membership meeting and as needed by the President
* Serve as financial officer for BCH at functions involving the handling of significant funds.
* May, subject to the President’s approval, appoint a BCH member to serve as Treasurer Pro Tem at any major function the Treasurer cannot attend.
* Produce a financial report for each major event or fundraiser
* As the BCH Financial Officer ensure that all chapters comply with BCH and government regulations through training, reporting and review as outlined in Bylaws and/or Standing Rules
* Write processes and procedures for all accounting and fundraising functions for BCH.
* Be the primary contact with the hired accounting firm.
* Function as an officer of BCH