



Alpha Nu State Idaho Job Description

Position:	State Treasurer
Supervised by:	State executive board, state president
Position Summary:	Serve as ex-officio member of the state finance committee and fulfill other duties as listed in the standing rules and policies that deal with dues and other money receipts and disbursements approved by the state president and finance chair.
Term of Office:	Two years with a limit of five consecutive terms.
Compensation:	Stipend set by the state finance committee annually depending on budget.
Responsibilities:	<p>Be a member in good standing in the Alpha Nu State, Idaho organization.</p> <ul style="list-style-type: none">• Responsibilities<ul style="list-style-type: none">○ Receive and pay out all moneys belonging to Alpha Nu State as approved by vouchers, signed by the president and financial chair.○ Keep an accurate monthly account of receipts and disbursements.○ Keep a file of receipts, bills and bank statements.○ Reconcile bank statements monthly.○ Prepare and present a quarterly report to the president and finance chair.○ Submit for annual financial review all accounts of Alpha Nu State.○ Send all dues, fees and chapter information, including form 20 to International prior to January 15th.○ Maintain accounts for the available fund, scholarships, and the permanent fund in addition to the Ameriprise investments.○ Purchase a fidelity bond when authorized by Alpha Nu State.○ Serve as consultant in budget development and supervision of finances.○ Order the state president's bar pin to be presented to the incoming state president.• Compilation of Records<ul style="list-style-type: none">○ Keep a file of receipts, bills, and bank statements.○ Collect form 15 (annual reports) from all chapters and prepare form 16 for International with that information immediately after July 1st.○ Encourage all chapters to file the IRS form 990-N and file the form 990-N for the state organization before the due date of November 15th.○ Keep files of chapter form 18 and 18A.○ Collect information on new initiates, transfers, and reinstatements and forward to International with fees and dues.• Communication<ul style="list-style-type: none">○ Answer promptly all correspondence concerning finances and other pertinent business of the state organization.○ Correspond with chapter treasurers concerning due dates and accuracy of reports.○ Communicate with webmaster and editor concerning changes in membership.• Collaboration and Participation<ul style="list-style-type: none">○ Serve as ex-officio member (without vote) on state finance committee.○ Attend state executive board meetings and state conventions.○ Attend, when possible, international conventions and regional conferences especially financial workshops and training sessions.



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- Present workshops to chapter treasurers or other topics of interest at state organization meetings.
- Report on year's activities as state treasurer with a written report presented to the executive board and the general assembly at convention.
- Assist in any manner as requested by the state president.

Position Requirements:

- Knowledge of the Society
 - Familiarize self with knowledge of the Society structure at chapter, state, and international levels.
 - Familiarize self with historical knowledge of state leaders, programs, and initiatives.
 - Understand job responsibilities of chapter treasurer (preferably have served in the position).
- Computer Skills
 - Must have computer, scanner, and copier to maintain records of all receipts and disbursements.
 - Maintain email account and working knowledge of email and distribution lists.
 - Possess or acquire working knowledge of computer online banking procedures.
 - Learn the STEF-18 program to check accuracy of Form 18 reports and assist chapters in making any necessary adjustments.
- Math Skills
 - Possess functional math and record keeping skills.
 - Work with high degree of mathematical accuracy.
 - Scrutinize reports to maximize error-free submissions.
- People Skills
 - Work with a variety of people in a cooperative and effective manner.
 - Communicate needs, ideas, and essential information to individuals, groups, and in workshop settings.
 - Problem-solve with members, state officers, liaisons, and committees.
 - Work under pressure of time deadlines.