

Ohio Association for Behavior Analysis

Treasurer

Position Description

Term: Two years

Estimated Time Commitment: approximately 10 hours per month on average, but up to 20 hours per month immediately prior to and following the annual conference and when OHABA taxes are due

General Overview:

According to the OHABA Bylaws, the Treasurer has charge and custody of, and is responsible for all funds and securities of OHABA. S/he shall have the authority to disburse these funds for purposes authorized by the Board. The Treasurer keeps and maintains adequate and correct accounts of OHABA's business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses. The Treasurer also exhibits at all reasonable times the books of account and financial records to any director of this organization on request, and prepares the financial statements to be included in any required reports. The Treasurer shall submit an annual report of the financial status of OHABA to the members at the annual business meeting and make a finance report at the beginning of each month. Original bank statements must be submitted at each of the four quarterly meetings for review and inspection. The Treasurer will submit an annual budget to the Board for approval. S/he will maintain and have charge of OHABA's post office box. The Treasurer shall deliver all records and documents to his/her successor.

Specific Responsibilities:

1. Will maintain and have charge and custody of OHABA's books for account and financial records, and collect all dues and make all deposits. Shall have authority to disburse OHABA funds for purposes authorized by the Board.
2. Ensures development and board review of financial policies and procedures.
3. Prepares and presents financial reports at quarterly Board meetings, provides an oral financial report at each organization meeting, and provides an annual report of the financial status of OHABA to members at the annual business meeting.
4. In collaboration with the Board, develops and presents an annual budget to the Board for approval.
5. Ensures that all legally required financial reports are completed in a timely manner (e.g. tax filings due yearly on May 15).
6. Submits the financial records for audit when required by the Board and shall deliver to the successor upon completion of the term of office.
7. Will maintain and have charge of OHABA's Post Office Box. Mail will be checked no less than a bi-weekly basis, but on weekly basis immediately prior to the annual conference.

8. Attends quarterly Board Member meetings.
9. Monitors and manages email sent to the Treasurer no less than on a weekly basis.