

OPTA Treasurer Job Description

Term of Office: One year. The Treasurer is elected at the Fall Meeting and takes office on January 1 of the following year.

Bylaws Qualification: The Treasurer shall have been a member of the APTA for at least one year and OPTA for at least six months.

Other Qualifications: Have a general knowledge of or be willing to acquire general financial report analysis and budget review skills. Be willing to play an active role in chapter activities on an ongoing basis.

Chapter Responsibilities:

- Attend all Board of Directors meetings as an active participant and report on current financial status.
- Attend OPTA member meetings as an active participant including submission of verbal report.
- Prepare reports as necessary to keep the Board and membership informed of the activities of the office including an article in the OPTA's quarterly newsletter *The Log*.
- Mentor 1-2 potential candidates to take over the position.
- Meet with successor to review responsibilities and activities of the office.

Financial Responsibilities:

- Oversee the finances of the Association and ensure internal control over cash receipts and disbursements and report briefly on the financial condition of the Association at each Board meeting.
- Authorized check signer. *Note: all authorized signers must be listed on the OPTA bank account. These signers must provide their names and social security numbers and they must put their signatures on file with the bank.*
- Review monthly financial statements for accuracy and oversee the Association's journals and ledgers and balanced checkbooks.
- Oversee and review OPTA tax returns and forms 990, 990T, 1099s, W2s and all other forms as appropriate.
- Complete and submit an annual APTA audit report regarding fiscal activities and status by reviewing all audit materials including all bank statements, money market statements, complete income/expense ledger, all earned interest statements and a summary of movement of money from one account to another.
- Review association investment policies and practices with financial advisor and provide the Chapter Board and members with sufficient data to enable them to make appropriate investment decisions.
- Monitor goal of a reserve fund to be maintained between 25% and 40% of a given years' expense budget.
- Serve as chairperson of the Finance Committee.

Time Commitment: 6-8 hours per month to review financial statements, prepare reports to the Board and attend four Board meetings per year and Executive Committee meetings

Financial Considerations:

- Position-related expenses are reimbursed to the limit of the current year's budget for related items.
- Reimbursement for position-related expenses that are not within the chapter's budget may be reimbursable through other entities. Speak with a professional tax accountant for further information.

Position Benefits:

- Professional networking opportunities with local, state, and national leaders within APTA and other organizations with an investment in physical therapy
- Opportunity to advance current professional practices and positions through active participation
- Opportunities for professional exposure through publications as a representative of OPTA
- Growth opportunities within personal life, transferring from professional experiences
- Advancement of individual leadership skills for use in future professional and personal endeavors