



NATIONAL ASSOCIATION OF
RAILROAD PASSENGERS

TRAINS: A TRAVEL CHOICE AMERICANS WANT

Position Description

Treasurer

Purpose

The Treasurer is the primary officer responsible for oversight of the financial affairs and records of the Association. The Treasurer supervises the custody of, and is responsible for, all funds and securities of the Association. He or she ensures that all sums due and payable to the Association are collected, properly recorded and deposited in the name of the National Association of Railroad Passengers in banks, trust companies or other depositories as designated by the Board of Directors. The Treasurer also ensures that all disbursements are properly authorized, documented and recorded. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of duties in such sum and with such sureties as the Board of Directors shall determine.

Qualifications

The Treasurer has extensive experience in financial management and accounting and is knowledgeable about information technology. The treasurer must have the interpersonal skills needed to communicate and work cooperatively with others.

Key Responsibilities

1. Monitors the adequacy and appropriateness of the Association's financial policies, procedures and controls
2. Chairs the Finance Committee
3. Oversees the preparation of annual and long term budgets
4. Reviews and analyzes monthly financial statements
5. Ensures the timely billing of membership renewals
6. Submits to the Board for its approval, a qualified, independent Certified Public Accountant to conduct an annual audit of the Association's financial statements
7. Reviews and presents to the Board of Directors the annual audit of the Association's financial statements
8. Supervises the timely filing of required tax returns
9. Conducts periodic reviews of the staff compensation program as directed by the Chairman

Reports to

- The Chairman of the Board

Coordinates with

- President
- Director of Finance & Administration
- Vice Chairman – Resource Development

