

Treasurer

Job Description & Responsibilities

PURPOSE:

- To direct and ensure the financial stability of CORTA by adhering to established CORTA Financial Policies and Procedures.

TERM:

- Two year term, renewable by mutual decision of the member and the Nominating Committee, subject to Board approval.

QUALIFICATIONS:

- Community oriented
- Self motivated
- Strong leadership and interpersonal skills
- Strong organizational skills
- Strong oral and written communication skills
- General understanding of the goals and ideals of CORTA, GTA, STA, and USTA

DUTIES:

- Attend all CORTA Board and Executive Committee meetings and report fiscal status.
- Provide CORTA representation with public and private community organizations, other CTAs, USTA-Georgia, USTA-Southern, and USTA-National.
- Attend USTA-Georgia Annual meeting and Community Development Workshop.
- Maintain oversight over financial, budget, and fund raising activities ensuring that CORTA maintains its tax-exempt status.
- Oversee preparation of monthly financial statements.
- Ensure documentation provided to accountant for preparation of annual tax return.
- Review and sign annual tax return.
- Arrange independent audits, as necessary.
- Responsible for overall understanding of financial position of CORTA, for purposes of advising the Board to affordability of non-budgeted purchases, effect of alternate revenue sources, etc.
- Assist in securing various grants; pursue scholarship possibilities; other financial duties as needed.
- Work with Executive Director to prepare annual Community Development grant application.
- Preside over the Budget and Finance Committee. The committee is charged with ensuring the integrity of the fiscal affairs of CORTA .
 - The Budget and Finance Committee shall be appointed by the Treasurer and shall consist of no fewer than three members.
 - The Executive Director shall attend all meetings.
 - The Budget and Finance Committee shall present a budget for the upcoming year for approval at the December Board meeting.
 - The Budget and Finance Committee shall evaluate and recommend insurance coverage for CORTA.
 - The Budget and Finance Committee shall evaluate and recommend employee compensation and benefits.
 - The Budget and Finance Committee shall review the CORTA Financial Policy and Procedures document annually, and recommend revisions when appropriate.
 - Conduct committee self-evaluation at the end of each year.
- Serve as the Officer In Charge of assigned committees.
- Contact Committee Chair prior to the Executive Committee meeting each month, and report on committee activities at CORTA Executive Committee meetings.
- Work with the President and Executive Director to determine employee bonus.
- Perform other responsibilities as assigned by the Board.
- Review annually the job description and suggest appropriate changes.
- Train elected successor.