

# **IYANW**

## **Treasurer**

### **Job Description**

Attend scheduled meetings.

Receive monies by mail from Membership Chair and deposit, within 30 days, what is owed to IYANW membership into IYANW bank account.

Disburse what is owed to IYNAUS for their portion of membership fees or for Rahasya subscriptions by writing them a check from our account and mailing it to IYNAUS membership chair.

Receive and deposit monies earned or donated to Scholarship fund, within 30 days, and keep separate accounting of these funds.

Receive expense receipts from fellow board members and reimburse them in a timely manner by mailed check.

Pay any invoices owed to IYNAUS or other vendors when directed to by other board members as allowed by IYANW by-laws.

Track all transactions using financial software.

Balance monthly bank statement to Quicken report and to checkbook register.

Send a \$100 check the beginning of December to IYNAUS for the annual Service Mark fee.

Prepare and present financial reports for all IYANW Board meetings including Asset/Liability Balance Sheet and Cash Flow Report.

Prepare and file the annual IRS and State filing requirements.

Coordinate with President to develop annual budget.

Other duties as assigned by the President or agreed upon by the board.

Last updated October 2006