



# American Osteopathic College of Occupational and Preventive Medicine

## Job Description of the Treasurer (JD-05)

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*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

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### DUTIES OF THE TREASURER

1. The Treasurer shall:
  - 1.1. Provide review and oversight of the accounts receivable and accounts payable process in accordance with policies established by the Board of Trustees.
    - 1.1.1. If requested, serve as one of the three individuals designated to sign checks over \$5,000 (two signatures required).
    - 1.1.2. If requested by the BOT, be bonded (the Executive Director may also be required to be bonded).
  - 1.2. Periodically review reports of all financial transactions of the College.
  - 1.3. Provide financial reports at meetings of the Board of Trustees and the Membership.
  - 1.4. Assure appropriate reviews by a CPA and necessary filings of IRS forms are performed.
  - 1.5. Serve on the Executive Committee and the Finance Committee.
  - 1.6. Perform other such duties usual and customary to such a position.