



If interested in this volunteer position,  
send an email to [info@unamn.org](mailto:info@unamn.org).

# Job Description

## Treasurer UNA-USA, Minnesota Chapter

### General Description

The Treasurer is a **volunteer position** and a member of the Executive Committee of UNA-USA MN and is also a member of the Board of Directors. In general, the Treasurer ensures that the financial transactions of the organization are honest, accurate, and performed and reported in a timely manner.

The responsibilities of the Treasurer depend largely on whether there is a part-time staff member as Administrative Assistant and what that person's roles and responsibilities are.

- If there is an Administrative Assistant and that person will perform the role of bookkeeper of UNA of Minnesota, including performing bank reconciliations, getting the office mail, acknowledging donations, and is authorized to make deposits and pay bills for expenses, then the Treasurer supervises those activities regularly and in a timely fashion.
- If there is no Administrative Assistant, or if that person does not have those responsibilities, then the Treasurer must perform those duties, along with all others outlined below.

### Qualifications

The Treasurer should either be a professional accountant, experienced bookkeeper, or have the experience, knowledge and understanding of those skills well enough to perform all the duties described here.

The Treasurer should be able to:

- Present and explain the monthly financial reports to the Board and respond to their inquiries
- Present and explain the annual financial reports to the membership at the annual meeting
- Demonstrate the knowledge and experience with annual IRS and state of Minnesota filings
- Be able to address basic understanding of insurances

### Responsibilities

1. **Bookkeeping:** Using our current version of QuickBooks:
  - Perform all the data entry for income and expenses incurred by the organization in an accurate and timely fashion
  - Perform bank reconciliations
  - Detect when the books are not balanced and correct any errors until they are balanced and 100% accurate.



- Review and understand the monthly financial reports (bank reconciliations, income statements and balance sheets) and make any corrections to finalize them by the end of the second week of the subsequent month
  - Share financial reports with the Board monthly or as requested, with any comments and explanations
  - Respond to any financial questions by the Board and membership in an appropriate, transparent, and timely manner.
2. **Banking Deposits:** Deposit any checks or cash income to our U.S. Bank account.
  3. **Accounts Payable:** Pay bills that are appropriate to the organization in a timely manner.
  4. **Investments:** Monitor our Edward Jones investment account and ensure income and expenses are recorded accurately and reconciled monthly in QuickBooks. Also, handle any donations of stock to this account.
  5. **Donation Communications:** Ensure that donation acknowledgement/thank you letters are sent to all donors in a timely manner, and that monthly donors are given a letter in January for their donation totals made in the previous year.
  6. **Tax reporting:** Fill out the appropriate IRS and state of Minnesota annual report forms (including 990 and 1099/1096) and submit them on time to those organizations, as well as appropriate individuals, or, if they are complicated, engage an accounting firm to do so.
  7. **Insurance policies:** Monitor the insurance policies and pay any insurance bills on time, reporting as needed whatever data they require. Currently we have 3: Director and Officers Liability Insurance, General Liability insurance (that includes for Model UN), and Workers Compensation Insurance.
  8. **Annual Budget:** If an annual budget is required by the Board, facilitate its creation, share it with the Board, and create a budget vs. actual income and expense quarterly report that is shared with the Board.
  9. **Financial Planning:** Facilitate and encourage the Board's strategic thinking about the financial vitality of the organization in relation to its advancement of the organization's mission. Ultimately, while financial management is the primary focus of the Treasurer, the entire board shares the legal responsibility of financial oversight and accountability.
  10. **Mail:** Pick up the mail weekly or bi-weekly from the office and distribute any of it to the appropriate UNA-MN people or obtain the mail relevant to this position from the President or Administrative Assistant if they get the mail.