

California Association for Behavior Analysis

Treasurer Position Description

Term: Two years (July 1, 2010 – June 30, 2012)

Estimated Time Commitment: approximately 10 hours per month on average, but up to 20 hours per month immediately prior to and following the annual conference and when CalABA taxes are due

General Overview:

According to the CalABA Bylaws, the Treasurer has “charge and custody of, and is responsible for all funds and securities of CalABA”; “keeps and maintains adequate and correct accounts of CalABA’s business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses”; “exhibits at all reasonable times the books of account and financial records to any director of CalABA on request”; and “prepares, or causes to be prepared, the financial statements to be included in any required reports.”

CalABA has an Administrative Director who maintains the day-to-day financial records for the organization. Therefore, the Treasurer works in close concert with the Administrative Director and provides oversight to those day-to-day financial activities.

Prior experience with and knowledge of financial accounting for nonprofit organizations is strongly suggested.

Specific Responsibilities:

1. In collaboration with CalABA’s Executive Committee and Administrative Director, develops and presents an annual budget to the Board for approval.
2. In collaboration with the Administrative Director, maintains CalABA’s books of account and financial records.
3. Ensures development and board review of financial policies and procedures.
4. In collaboration with the Administrative Director, prepares and presents financial reports at quarterly CalABA Board of Directors meetings.
5. Interacts with and provides information to CalABA’s accounting firm to ensure that all legally required financial reports are completed in a timely manner (e.g., tax filings).