

Treasurer & Director of Finance

POSITION STATUS: Officer

TERM: One Year

ELECTION PROCESS: The Treasurer & Director of Finance will be elected at the Fall Membership Meeting each year by the voting members of MPA.

FUNCTION: The Treasurer & Director of Finance will be responsible for ensuring that MPA is in a sound financial position by preparing all necessary financial reports, supervising the collection of dues, supervising generation of non-dues income, and evaluating financial management performances and opportunities.

SPECIFIC RESPONSIBILITIES: The Treasurer & Director of Finance will assume the following responsibilities:

1. Monitor the amount of dues charged for all membership classifications and supervises the collection of dues.
2. Analyze the amount of dues charged to each membership category with respect to the member benefits offered, amount of operating costs, and increases resulting from inflation. Anticipate and prepare for future changes.
3. Assess sources of non-dues income and assist in the development and implementation of non-dues income programs to benefit MPA.
4. Attend the national and regional meetings of NFPA as necessary.
5. Assist in the financial management, planning and investing of MPA's financial resources and the development and implementation of financial controls.
6. Supervise the maintenance of all financial records, filing of any applicable tax returns, annual budget, and development of all other reports.
7. Supervise the preparation of account reconciliation for all Association meetings, including the Fall Membership Meeting.
8. Supervise the reimbursement of expenses.
9. Conduct the budget meeting on or about November 30.

10. Assist in the development and implementation of a three-year budget and plan for maintaining reserves.
11. Assist the Management Company in controlling costs, monitoring taxes and hiring of outside financial experts, such as accountants or investment counselors.
12. Monitor financial reports and be available to members of the Board of Directors to discuss results.
13. Other projects and responsibilities as assigned.

DIRECT RESPONSIBLE POSITIONS: • N/A

RECOMMENDED QUALIFICATIONS: The Treasurer & Director of Finance should have at least one (1) year of experience as an officer or committee chair and/or exhibit leadership skills and be familiar with generally accepted accounting procedures (GAAP), including budgetary methods. In addition, the Treasurer shall possess the integrity and character necessary to fulfill the duties of the position.