



## Policies and Procedures

Subject: Treasurer – Staff Position	Document Number: 307	Effective Date: 10/16/2023
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1. The NJSI Treasurer reports to the NJSI Finance Chair.
  - a. The Treasurer shall have a direct line of communication with the General Chair and the Admin Vice Chair.
  
2. The responsibilities of the Treasurer shall include:
  - a. Posting of all financial transactions in the NJSI accounting system.
  - b. Chart of account update and maintenance.
  - c. Accounts Payable – processing and distribution of all necessary expense payments.
  - d. Accounts Receivable Posting – posting of all income with proper chart of account allocation.
  - e. Monthly reconciliation of all bank accounts.
  - f. Input of annual operating budget in the accounting system.
  - g. Customization of reporting templates for NJSI financial reporting needs.
  - h. Coordination with NJSI Finance Vice Chair and other officers to set up new income, expense, and reimbursable reporting procedures.
  - i. Maintain proper accounting files for tax documentation.
  - j. Coordination with Finance Chair and NJSI officers to ensure proper monthly financial reports and transaction detail is obtained for Board Members.

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
001	10/16/2023	Restructure of P&P / Whole Document	E. Harse	BOD	NJS-0002