



Policies and Procedures

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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