

TREASURER

Summary of Primary Duties:

Shall be responsible for disbursing funds, preparing an annual financial report and budget, and all other financial affairs of COSA.

Term of Office:

The Treasurer may be elected or appointed at the discretion of the COSA membership. A treasurer may serve a maximum of two consecutive terms.

Time Requirements:

This position requires approximately five hours each month.

Primary Tasks and Responsibilities:

1. Attends monthly COSA Executive Committee meeting
2. Attends monthly COSA meeting
3. Responsible for receiving and disbursing COSA funds
 - a. Verifies funds and signs completed service request forms from Chair, Chair-Elect and Secretary before submission to printing, warehouse, central supplies, and other entities.
 - b. Purchases off campus supplies using a credit card, as needed
 - c. Makes deposits in Foundation accounts
4. Produces a Treasurer's report
 - a. Utilize financial statements sent each month by Financial Services on fund 10 account
 - b. Obtain financial information from the VSU Foundation web page for Discretionary fund and Employee Recognition fund
 - c. Balance the budget for the three accounts: 10 Account, Discretionary Fund, and Employee Recognition Fund
 - d. Distribute copies to members during COSA meetings
 - e. Answer questions related to the report during the COSA meeting
5. Processes budget amendments to transfer money between accounts, as needed
6. Determines if purchases are in accordance with State and VSU regulations, as needed
7. Prepares a budget annually
 - a. Reviews previous year's budget to estimate the amount of cash flow needed for upcoming fiscal year
8. Produces annual financial report
9. Other tasks as needed

Secondary Tasks and Responsibilities

10. Signs off on travel forms
11. Updates account authorizing signatures with Financial Services
12. Stays aware of end-of-year closing dates (usually in June)
13. Serve on Staff Appreciation Day committee

Useful Knowledge, Skills and Abilities

- Knowledge of accounting terminology and ability to balance a budget
- Knowledge of VSU policies and procedures as it relates to purchasing supplies and printing material
- Knowledge of appropriate contacts within the Purchasing department
- Knowledge of COSA By-laws and Policies and Procedures Manual
- Basic knowledge of Robert's Rules of Order