



501 NE Hood Avenue, Suite 210, Gresham, OR 97030-7325

JOB DESCRIPTION: TREASURER

Position Description

Oversees the financial affairs of the Association to ensure its fiscal integrity in accordance with NAR Core Standards.

Responsibilities

1. Serves as a member of the Board of Directors and the Executive Committee.
2. Is Chair of the Budget/Finance Committee.
3. Ensures that the Association maintains accurate financial records.
4. Reviews Association's expenditures and financial status on a regular basis to ensure overall fiscal integrity.
5. Ensures that regular financial reports are submitted to the Board of Directors and Executive Committee.
6. Submits the financial accounts of the Association to independent audit at a frequency established as policy by the Board of Directors.
7. Participates in preparation and presentation of the Annual Budget.
8. Performs other duties as may be assigned by the chief elected officer.
9. Is 1 of 4 possible signatories on Association checks as needed.
10. Performs all duties in a manner consistent with the Strategic Plan.