

NATIONAL SPECIALTY TREASURER

JOB DESCRIPTION

General Description: Manages the National Specialty finances in accordance with GRCA financial policies and works with the GRCA Bookkeeper to prepare all financial reports. Provides expertise to Event Chairs on budgetary planning and management, and ensures budgets are filed with National Specialty Chairman and GRCA Treasurer in a timely fashion. Responsible for maintaining the National Specialty checking account and timely processing of all specialty-related income and expenses, posting items to the Specialty general ledger (GL) in accordance with GRCA Specialty Chart of Accounts, financial policies and procedures. The National Specialty Treasurer must be bonded in such amount as the Board shall determine.

Members: One

Position Type: Ongoing, appointed by the GRCA Board of Directors

Contact Person(s): National Specialty Chairman, GRCA Bookkeeper, and the GRCA Treasurer

Skills/Qualifications Required

- Must be a GRCA member in good standing for a minimum of five (5) years
- Proven background and relevant experience in general accounting, financial management, control environments and budgeting
- Good communication and interpersonal skills
- Must be highly accurate and organized and possess an eye for detail
- Understand and apply all GRCA policies and procedures as they relate to the National Specialty

Equipment Needed:

Computer, printer, scanner, internet access, email, and cell phone. *(Not provided or paid for by GRCA).*

GRCA Provides:

Subscription to QuickBooks online version, access to the GRCA Bookkeeper and travel expenses to National Specialty in accordance with GRCA Reimbursement Policy.

Responsibilities:

- Establishes a National Specialty bank account and controls both the collection and disbursement of funds.
- Coordinates applications for credit and insurance certificates with GRCA Treasurer.
- Assists Event Chairs with initial budget planning and management
- Submits updated budgets to the NS Chairman to conform with designated timelines.
- Works with key chairmen to generate and collect funds.
- Ensures accurate and up-to-date records of all income and expenditures.
- Maintains copies of all records and receipts.
- Supervises the GRCA Bookkeeper and ensures the following tasks are complete for the National Specialty:
 - Records all deposits, requests for reimbursements, invoices and any other transaction needed
 - For payments requiring paper checks, prepares and sends checks to proper officer for signature
 - Reconciles bank statements monthly
 - Prepares monthly profit/loss statements and budget-to-actual reports and shares with the GRCA Board of Directors and National Specialty Chairman
- Provides GRCA Treasurer all receipts and expenses for travel in accordance with GRCA Reimbursement policy.
- Promptly notifies the National Specialty Chairman if unable to fulfill responsibilities. Turns complete records and files over to successor.

Participation in Specialty Events

- The National Specialty Treasurer may participate in both competitive and non-competitive events at National Specialty.