**Job Description**

**AAUW San Antonio Treasurer**

**The responsibilities of the Branch Treasurer include:**

* Opening and maintaining bank accounts for checking and/or savings and establishing authorized check signers.
* Working with membership vice president to secure membership renewals, processing dues and fees, and filing the necessary forms with Texas AAUW and AAUW national office.
* Working with board to evaluate the financial health and stability of AAUW-SA finances, developing a budget that supports the programs and activities of AAUW-
SA and supporting a financial review process.
* Preparing monthly financial statements and including analysis of actual performance against budget.
* Filing IRS Form 990-N (gross receipts $50,000 or less).  Reply promptly to requests for 990-N information.
* Protecting the assets of the group by securing adequate insurance coverage and implementing internal accounting controls and procedures.
* Retaining in good order all financial statements, IRS forms and correspondence, sales and use tax certificates, tax determination letters, paid check, deposits, contracts, and other financial supporting documents consistent with best practices and state laws.
* Periodically contacting AAUW-SA financial advisor at Edward Jones especially when investments mature.
* Ensuring that all federal and state authorities and the AAUW national office have the correct contact information for AAUW-SA.
* Serving on the AAUW-SA board of directors and other committees as assigned.