

# DIAA Position Descriptions



## Treasurer

### Position Overview

The Treasurer shall receive, deposit, and disperse funds as directed by the President, the Executive Board, or the Association at its annual meeting. The Treasurer, working with the bookkeeper, reviews financial records and generates financial reports yearly for the Association and monthly for the board.

### Responsibilities and Duties

- Files Annual Report of Charitable organization with the state of Maine and pays fees
- Renews Charitable License with Maine yearly including Annual Fundraising Activity Report and pays all fees
- Renews and pays fees for DIAA road signs with Maine DOT
- Follows through with charitable contributions approved by DIAA Board
- Is responsible for 1 DIAA debt card and reporting any use to the book keeper
- Has access to DIAA Bar Harbor Bank financial records
- Works with bookkeeper to monitor financial status of DIAA and resolves any questions
- Generates financial reports once per month for the board.
- Hires a Certified Public Accountant to prepare the annual corporate tax return and reviews, signs, and mails the return.

### Qualifications

- Active member of the DIAA
- Working understanding of Quick Books program and Microsoft Word (or similar program)
- Experience with spreadsheets and budgets