

POSITION DESCRIPTION TREASURER & CHIEF FINANCIAL OFFICER

The Treasurer is the Chief Financial Officer of the Chapter and reports directly to the President and is responsible for all moneys received and all disbursements therefrom, as well as financial records maintained by the Chapter. The Treasurer assists the president and the board ensure the Chapter is in good fiscal health.

General Expectations of the Treasurer & Chief Financial Officer

- Demonstrate a commitment to the Chapter's Core Purpose and Vision.
- Follow the highest ethical standards, ensuring accountability and compliance with all laws and regulations.
- Uphold and abide by the ACFE Code of Professional Ethics and all Chapter bylaws and policies.
- Exercise responsible financial stewardship.
- Follow and implement the provisions of Article 5 of the Chapter Bylaws.
- Ensure the President and the Board are kept advised of the status of the accounting of funds.

Specific Responsibilities of the Treasurer & Chief Financial Officer

- Produce the annual financial statements of the Chapter, and submit them to the Board and to the Corporation of Certified Fraud Examiners.
- Ensure that accurate and complete financial records are maintained, including:
 - Ensuring that any funds received are properly deposited for safekeeping to the credit of the Chapter.
 - Ensuring that all disbursements are properly approved and promptly remitted.
 - Ensuring all signing officer authorizations have the prior approval of the board, and that all institution documentation is up-to-date and in place.
- Provide direction, guidance, and oversight to the bookkeeper or accountant.
- Ensuring proper backup of all accounting records and program files.
- Review accounting programs utilized on a regular basis to ensure cost effectiveness and efficiency.
- Monitor income and expenditures against projections.
- Reviewing and recommending financial policies to the board, and ensure adequate internal controls and maintaining financial records in accordance with standard accounting practices.

Authority

The Treasurer has the necessary authority to effectively carry out the assigned general expectations and specific responsibilities, and is accountable to the Board of Directors through the President & CEO.