



INTERNATIONAL CLARINET ASSOCIATION

ICA Treasurer Job Description

Qualifications:

1. Working knowledge of financial software including Quickbooks
2. Previous experience with spreadsheet software, such as Excel, is also desirable
3. Possess meticulous record-keeping skills
4. Possess strong mathematical skills
5. Possess strong organizational skills
6. Ability to meet deadlines

Responsibilities:

1. Responsible for oversight and management of ICA financial accounts in consultation with the ICA Executive Director (ED)
2. Have view-only access to ICA bank accounts, in order to be able to look at bank statements and balances and have current information available regarding the ICA's financial status
3. Report the most current ICA bank account balances to the ICA Board on a monthly basis, either at the monthly meeting or via email in the event a meeting is not held during a given month
4. Ensure accurate statements are maintained in Quickbooks and with Chase Bank
5. Approve all invoices from the ED as well as requests for reimbursements, and forward all receipts if necessary
6. Reimbursements to be paid to the Treasurer should be approved by the ICA President
7. Attend all ICA Board meetings as full-voting participant
8. Present Treasurer oral report at ICA Business meeting at ClarinetFest®
9. Participate in Board discussions (live, internet, and via email) in order to provide information and direction
10. Make budgetary projections and recommendations to the ICA Board to maintain a strong financial standing of the organization
11. Deliver a Treasurer's report for ICA Board meetings and distribute to Board
12. Write a Treasurer's report for ICA General Meeting at ClarinetFest® and for the mid-year meeting of the ICA Board of Directors
13. Work with the ED to publish an annual financial statement to be published in *The Clarinet* (in the March issue)
14. With the ED, coordinate filing electronically for copyright of *The Clarinet* with the U.S. Copyright Office every quarter.
15. Answer mail directed to ICA Treasurer
16. Maintain confidentiality

17. Participate in furthering ICA's objectives
18. Maintain files (Google Drive) to pass on to next Treasurer
19. Serve as ex-officio member of special and standing committees (except the nominating committee), as assigned by the President, to ensure that all committees have an ex-officio member present
20. Perform other duties as requested by the President
21. Promptly respond to ICA Board emails within 48 hours