

MICA Board Position Description

Title: Affiliate Treasurer

Revision Date: January 17, 2015

Preferred Minimum Requirement: Knowledge of bookkeeping practices
Familiarity with the Destination Imagination program.
Attend MICA Board Meetings

Term: Elected to 3 year term.

Description

The Treasurer shall be responsible for all funds and accounts of MICA as approved by the Governing Board of Directors. The Treasurer shall also maintain accounting procedures and records for all financial transactions and shall provide a monthly financial report to the MICA Executive Committee.

Primary Duties

Completion Date

<u>Primary Duties</u>	<u>Completion Date</u>
• Establish and maintain an accounting record detailing all financial transactions for MICA.	Beginning of Fiscal Year
• Establish and maintain bank accounts in the name of Michigan Creativity Association as directed and approved by the MICA Executive Committee.	Beginning of Fiscal Year
• Establish and maintain a current bank signatures list and assign debit cards with the bank as approved by the MICA Executive Committee. This must include at least the current Treasurer and the Affiliate Director.	Beginning of Fiscal Year
• Follow-up with the provider of any checks deposited into the MICA bank accounts and returned due to non-sufficient funds.	Ongoing
• Prepare an annual budget in conjunction with the Executive Committee	Beginning of the Fiscal Year
• Present annual budget to the Board for approval	Summer Retreat
• Reconcile all bank account statements to the accounting records on a monthly basis.	Within 15 days of months' end
• Control reimbursement for all expenditures according to MICA Board Policies.	Ongoing
• Notify the Executive Committee of any board members failing to follow MICA Board financial policies.	Ongoing
• Payment of all vendor invoices within established terms.	Ongoing
• Prepare a set of financial statements as requested by the MICA Executive Committee on a monthly basis.	Ongoing
• Prepare and file the Michigan sales tax on monthly or quarterly basis as required by the state.	Ongoing
• Prepare and file the Annual Return for Sales, Use and Withholding Taxes with the State of Michigan.	As required by IRS
• Verify that the Affiliate Director has filed the annual Non-Profit Corporation Information Update return with the State of Michigan Department of Energy, Labor & Economic Growth.	As required by IRS
• Prepare and file the annual federal income tax return, as required by the Internal Revenue Service.	As required by IRS
• Participate as a member of the MICA Executive Committee and Governing Board.	Ongoing

Key Skills and Knowledge Required

- Accounting and bookkeeping skills.
- Knowledge of non-profit accounting and tax reporting requirements.
- Ability to explain financial statements including an income statement, balance sheet, and cash flow statement to the Board of Directors.
- Must be able to work effectively and respectfully with the MICA Governing Board and the Executive Committee.
- Computer skills, including Quickbooks and online databases.
- Strong organization skills.