

State Treasurer Job Description

(3 year term)

Purpose

The role of the PASC State Treasurer is to provide financial oversight for the organization and ensure the organization's use of money aligns with its overall vision. The treasurer acts as a financial liaison to board members and aids in financial planning, risk management, and investment decisions.

Duties

- Set up and maintain all accounts in PNC Bank with local contact.
- Maintain credit card account for PASC (points bearing)
- Maintain a record of all accounts in the name of PASC including its region accounts.
- Sign checks as well as Executive and Assistant Executive Directors.
- Pay all association bills.
- Keep receipts and all financial records and report electronically.
- Recommend to the Executive Board placement of funds for optimal financial stability.
- Create and present a financial report for each Executive Board meeting.
- Create and present an annual budget at the summer Executive Board meeting.
- Work with the Executive Director, Assistant Executive Director, and other board members to develop both short and long range financial goals.
- Maintain records of scholarship amounts and recipients and transfer funds as needed.
- Provide training to all Executive Board members on accounting including check writing and depositing funds.
- Provide all financial records and documentation to Executive Board for annual internal or external audit of previous year's accounts
- Maintain non-profit tax exemption documents.
- Assist in the preparation of materials for all tax purposes and present to a tax professional.
- Provide information and advice to region directors, board members, and treasurers.

Other Expectations

- Attend all Executive Board meetings during the year (1 virtual, 1 in person)
 - Attend any committee meetings, as requested by Committee Chairs
 - Respond to emails and other correspondence in a timely manner
- More detailed information available upon request

How to Apply

Send a letter of interest and a resume to executivedirector@pasc.net
Please send any questions to executivedirector@pasc.net

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Revised January 2013
Revised: March, 2016

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