

*Be the catalyst to empower the advancement of human resources.*

**Job Description**

**Position:** Treasurer

**Position Summary:** Serve as financial officer and advisor to chapter board of directors. Maintain chapter mailbox and disseminate mail to appropriate officer or director. Monitor chapter financial activity and reconcile accounts. Initiate and send invoices to members as needed. File appropriate forms and information with IRS.

**Responsible To:**

* Members of the chapter
* Chapter president and board of directors

**Essential Duties and Responsibilities:**

* Fulfill the role of financial officer and advisor.
* Assess financial implications of proposed board actions and inform board prior to final decisions being made.
* Observe the financial direction of the chapter, recognize possible financial problems, and bring such problems to the attention of the board of directors for action.
* Receive, hold, and safeguard, in the capacity of trustee and financial agent, all funds for the chapter.
* Monitor and record credit card transactions and report fraudulent activity as necessary.
* Reconcile chapter financial accounts each month. Present financial records to finance and audit director for review and answer questions about transactions and processes as they arise.
* Disburse funds only for normal and usual uses unless the chapter's board of directors shall otherwise direct.
* Prepare and submit appropriate forms and information to IRS and other reporting agencies.
* Prepare annual chapter budget for board and membership approval.
* Report financial activity each month to the board and general membership.
* Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
* Represent the chapter in the human resource community.
* Attend all monthly membership and board of director’s meetings.

**Other Duties and Responsibilities:**

* Provide contacts and resources to help grow and develop the organization and its members.
* As an active Board member, submit agenda items for board and chapter meetings, ask critical questions, and assist with Board decisions that affect Chapter membership.
* Must be in “good standing” within the Chapter.
* Know or build knowledge about the Chapter and SHRM.
* Follow SHRM Code of Ethics.
* Stay informed of human resource trends and timely issues affecting the profession and organization.
* Assist with social media applications.
* Maintain confidentiality of chapter board issues and membership data.
* Maintain adequate records for use by successors and other board members.
* SHRM membership is strongly encouraged.

**Requirements:**

* Training and/or experience in general accounting practices and policies
* Professional financial management experience
* Present a professional appearance and friendly manner
* Be dependable and punctual
* Willingness to participate and engage in chapter and community activities as a volunteer
* Be courteous and personable when dealing with the public
* Be self-directed, willing to take initiative, and detail-oriented
* Respect and maintain confidentiality of HRMN volunteers, partners, and donors
* Computer skills are necessary

**Training & Resources:**

* Attend Volunteer Leadership Academy
* HRMN By-laws
* HRMN website <http://hrmn.shrm.org>
* Volunteer Leadership Resource Center website <http://community.shrm.org/vlrc/home>
* SHRM website <http://shrm.org>

**Time Commitment:**

* Once per month for board meeting (approximately 1.5 hours, typically 8:00 – 9:30 am)
* Once per month for membership meeting (approximately 1.5 hours)
* Issuing payments, processing receipts, reconciling accounts (approximately 2-3 hours per month)

**Benefits:**

* Volunteer opportunities
* Community involvement
* Apply, develop and improve leadership skills
* Build and improve your HR competencies
* Expand your professional network – locally, regionally and nationally
* Share your knowledge and learn from others
* Build relationships of trust
* Be a recognized catalyst for the HR profession
* Be recognized by external stakeholders for your HR expertise

Human Resource Management Network of Manhattan, KS, an affiliate of the Society for Human Resource Management, is located in the heart of the Flint Hills of eastern Kansas. Membership is composed of management and administrative level persons responsible for human resource related activities in the organizations. Our local chapter includes members from several local communities and surrounding counties. We are a local resource for networking, information, professional development, and continued support of excellence in Human Resources. For more information, visit [www.hrmn.shrm.org](http://www.hrmn.shrm.org).