

NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	Job Description Financial Administrator
Number of Pages	1
Approval Date	February 2016
Past Revision Dates	
Next Revision Date	November 2018

JOB DUTIES

1. Maintains a record of income and expenditures in an electronic data program.
2. Prepares and forwards annual audited financial statement and budget to the NENA Treasurer for presentation at the Annual General Meeting.
3. Prepares financial statements for each Executive and Board of Directors meeting.
4. Coordinates the collection of all annual membership fees.
5. Updates and maintains Key Information binder, coordinating information with NENA Executive.
6. Completes required government forms on annual basis:
 - a. Corporate Income Tax
 - b. Charitable Tax
 - c. Consumers Corporate Affairs
7. Works with NENA Treasurer to prepare proposed budget for each fiscal year to be presented at the Annual General Meeting.
8. Reports potential investment opportunities to the Executive.
9. Utilizes current technology to maintain ongoing communication among the Board of Directors and Executive in specific but not limited to e-mail.
10. Has working knowledge of utilized current software maintained by NENA.
11. Term of office – begins July 1 the year of appointment. Length of term set by NENA Executive.
12. This is a paid position, compensated as per Letter of Agreement.

QUALIFICATIONS

1. Knowledge of General Accounting Principles required.