

NATIONAL EMERGENCY NURSES ASSOCIATION



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

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 Board of Directors (BOD) for presentation at the Annual General Meeting (AGM).
3. Prepares financial statements for each BOD meeting.
4. Coordinates the collection of all annual membership fees.
5. Updates and maintains Key Information binder, coordinating information with NENA BOD.
6. Completes required government forms on annual basis:
 - a. Corporate Income Tax
 - b. Charitable Tax
 - c. Consumers Corporate Affairs
7. Works with NENA BOD to prepare proposed budget for each fiscal year to be presented at the AGM.
8. Reports potential investment opportunities to the BOD.
9. Length of contract set by NENA BOD.
10. This is a paid position, compensated as per contract.