

NATIONAL EMERGENCY NURSES ASSOCIATION



Job Description	Financial Administrator
Number of Pages	1
Approval Date	November 2022
Past Revision Dates	November 2018, 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. Completes required government forms on annual basis:
 - a. Corporate Income Tax
 - b. Charitable Tax
 - c. Consumers Corporate Affairs
6. Works with NENA BOD to prepare proposed budget for each fiscal year to be presented at the AGM.
7. Reports potential investment opportunities to the BOD.
8. Length of contract set by NENA BOD.
9. This is a paid position, compensated as per contract.
10. Works with NENA Triage Committee and Director of Education to reconcile accounts receivable.

The NENA financial administrator is a hired position (bookkeeper or accountant) who liaises with the president and president-elect or other appointed board member(s) who are assigned to NENA finances