

Dietitians in Business & Communications (DPG-32) Job Description

TITLE: TREASURER

TERM: Two Years; elected during even years
Voting member of the Executive Committee.

PURPOSE: Serves as a liaison for DBC in all financial matters.

REPORTS TO: Chair

COMMUNICATE WITH: Sponsorship Chair, DBC Executive Director

REPORT FREQUENCY: Monthly and Annual Report

RESPONSIBILITIES:

1. Review monthly financial reports from the Academy.
 - a. Discuss issues and discrepancies with DBC Executive Director and, if need be, the Academy Accounting Department and DPG manager.
2. File a signature authorization with the Academy Practice Team (each May). This is usually done by the DBC Office.
3. Receive all DBC invoices; review, approve and submit to the Academy for payment according to policy and procedures. Copy DBC Office on all invoices submitted to the Academy.
 - a. Note: The coding may be completed by the DBC Office.
 - b. Submission of invoices is the Treasurer's responsibility.
2. Approve online expense reports.
 - a. Assure that submitted reports are coded correctly.
 - b. Assure that submitted reports are within established budget or allowed expenses.
4. Work with DBC Executive Office and the Sponsorship Chair to insure that all revenue is received and processed, including grants and sponsorships. Note: Invoices are initiated by Academy Accounting and checks are sent directly to the Academy.
5. On a monthly basis, monitor financial status against budget and report to the DBC Chair and Executive Committee during monthly Executive Committee conference calls. Make recommendations to the Executive Committee for changes in the membership dues and other appropriate aspects of the budget.
6. Attend DBC Executive Committee meetings at FNCE® and in the spring as determined by the Chair and budget.
7. Submit check requests, Academy Travel Store authorizations and fund transfer requests as needed.
8. Participate in monthly, or as needed, Executive Committee conference calls.
9. Support the goals of DBC and the work of the Executive Committee.
10. Keep records of personal expenses incurred in the performance of responsibilities and process expense report in accordance with fiscal policy and procedure.
11. Complete other duties as requested.