

Driving School Association of the Americas, Inc

Position: Treasurer

Term: Two Years

Organizational Status:

- The Treasurer is responsible to: account for all monies received and expended by the Association; make disbursements authorized by the Board and approved by the Controller; provide timely and complete financial reports and; ensure the timely filing of the Association's annual tax return.
- Reports directly to the Board of Directors.

As per DSAA Constitution:

The Treasurer shall collect annual dues and subscriptions and keep an account of all monies received and expended for the use of the Association, and shall make disbursements authorized by the Board and approved by the Controller and such other officers as the Board may prescribe. He/she shall deposit all sums received in the bank or banks, or trust company, approved by the Executive Committee, and shall make a report at the annual meeting or when called upon by the President. Funds may be drawn only upon the signature of the Treasurer, plus the President or Executive Vice President. The duties of the Treasurer, under authority of the Executive Committee, may be assigned in whole or part to an assistant Treasurer. The funds, books, and vouchers in his/her hands shall, with the exception of confidential reports submitted by members, at all times be subject to verification and inspection of the Executive Committee. At the expiration of his/her term of office, the Treasurer shall deliver over to his/her successor all books, monies, and other property, or, in the absence of a Treasurer Elect, to the President.

Core Roles & Responsibilities:

- Provide an Annual Financial Report to the membership at the AGM in collaboration with the Controller.
- Liaise with the DSAA Bank to ensure that DSAA Designated Signing Authorities are current.
- Keep full and accurate accounts of all monies, bank accounts, credit cards, signing authorities and safety deposit boxes on behalf of DSAA.
- Solicit discounts, savings and rebates from the DSAA Bank on Banking Fees and Services charged to DSAA as well as favorable interest rates for monies on deposit.
- Ensure accurate and complete record keeping practices in collaboration with the Controller.
- Review, record and ensure prompt payment of all approved invoices and Expense Claim reports, in collaboration with the Controller.
- Conduct a monthly bank account statement reconciliation.
- Create year-end reports in collaboration with the Controller for filing with accountant
- Liaise with the auditors of the Corporation during audits.
- Prepare and submit annual Tax Return to the IRS within 4months of DSAA fiscal year-end.
- Prepare and submit any tax rebate returns to the IRS.
- Prepare and submit current Directors' information to bank(s) and federal agencies such as the Department of Consumer and Regulatory Affairs, as required.
- Prepare and ensure payment of all wages for any employees or paid personnel.
- Ensure monthly calculation and submission to IRS of all employee and employer payroll deductions.
- Prepare and provide annual employee reports of wages and deductions as well as annual employer report to the IRS.
- Participate as a member of Executive Committee to conduct an annual performance review of any paid personnel.
- Liaise with the NHTSA Committee to ensure that accurate, timely and complete financial records are kept.
- Maintain a current DSAA Quick books licence.
- Maintain the DSAA Chart of Accounts and conduct periodic updates as required in collaboration with the Controller.

- Provide Treasurer's Report for distribution to Board one week prior to monthly Board meetings.
- Work closely with the Controller, other members of the Finance Committee, the Executive Committee and Communications Office on financial matters as needed.
- Prioritize payments of invoices and keep an accurate account of all monies received by the DSAA.
- Prioritize and send out all payments on timely basis.
- Recommend actions to improve operating procedures.
- Assist the Controller in preparing and balancing the income and expense reports.
- Verify that all payments of funds are allocated to the appropriate expense sections.
- Verify all deposits of funds are allocated to the appropriate income sections.
- Carry out such other duties as may be assigned, from time to time, by the Board.

Administrative Responsibilities and Duties:

- Ensure accurate and complete financial reporting and record keeping of all financial matters and transactions.
- Provide all information needed for the timely completion and submission of annual tax returns.
- Keep a record of all approved expense vouchers and related payments.
- Make all data entries in Quick books on timely basis
- Keep a record of all monthly Bank statements.
- At the expiration of his/her term of office, the Treasurer shall deliver over to his/her successor all books, monies, and other property, or, in the absence of a Treasurer Elect, to the President.

General:

- Uphold the Constitution & By-Laws of the DSAA
- Serve on the Executive Committee.
- Assist in Preparing the Annual Budget in collaboration with Controller and the Finance Committee.
- Mentor, advise and guide in the role of Treasurer when direction is needed by the Board.
- Serve on other committees and subcommittees as needed.
- Be knowledgeable of the DSAA story, and how and when the association was founded.
- Be prepared to act as an advocate and spokesperson for the DSAA when interacting with stakeholders, partners and the public.
- Be prepared to participate in events and media opportunities for the DSAA.
- Be aware of current DSAA statistics on finances, membership and notable successes
- Champion the organization and advocate its mission to both internal and external stakeholders

Financial:

- Issue and send all approved payments in a timely manner.
- Generate current financial statements and reports as required.
- Ensure the deposit of all sums received occurs in a timely manner.

Resources and Procedures:

- The Treasurer will keep the board apprised of any current or future financial concerns and provide his/her assessment of the organization's fiscal health on an ongoing basis.
- The Treasurer can be most effective to the Board when he/she is facilitating and encouraging the Board's strategic thinking about the short and long term financial vitality of the organization in relation to its advancement of the organization's mission.