



Treasurer's Job Description

Purpose: Oversee the financial affairs of the Association. To serve as chair the Finance Committee which is responsible for budgeting, financial reporting, investment of reserve funds, and the annual audit. The Treasurer regularly reports the financial position of the organization.

Duties, Responsibilities, and Authorities:

- Serves as chair of the Finance Committee, as a member of the Executive Committee and the Board of Directors.
- Oversee maintenance of accurate financial records in cooperation with the Association staff and the Finance Committee.
- Recommends the annual budget, reviews revenues and expenditures and financial status.
- With staff, ensures timely reports to the Board of Directors and Executive Committee.
- Oversees the implementation of the Investment Policy for the investment of reserve funds.
- Submits the financial accounts of the Association to an independent auditor for a financial audit annually.
- Performs other duties as assigned by the President and Board of Directors, which may include serving as a chair or member of other committees.
- Serves as a Florida REALTORS® Director and represents the Association to other industry groups or organizations as assigned.
- Attend Association meetings and functions as a representative of the Board of Directors.

Reports To: President

Qualifications: Must have been a REALTOR® member of the Association for at least two years immediately prior to assuming office and have served as a Director for two of the past three years prior to assuming office, and as a committee chair at least one year in the last three years.