



# *Conference for Food Protection*

## *EXECUTIVE TREASURER*

### *Position Description*

The Executive Treasurer (ET), along with the Conference Chair (Chair), the Executive Director (Director) and the Executive Board (Board), is responsible for conducting the ongoing financial business of the Conference for Food Protection (CFP). The ET is an independent contractor subject to the terms of the prevailing service agreement.

#### **Responsibilities and Duties**

- Supports the objectives of CFP as stated in Article I of the *Constitution and Bylaws*.
- Has a thorough knowledge of the *Constitution and Bylaws*, *Conference Procedures*, and *Biennial Meeting Information Manual*, and relevant policies such as the *Commercialism Policy*, *Travel Policy*, etc.
- Reports to the Director and serves as an ex officio, non-voting member of the Board.
- Maintains the financial records of the Conference and provides financial counsel to the Director and the Board.
- Prepares periodic Treasurer's report; submits to the Board prior to each Board meeting.
- Handles all CFP financial duties and responsibilities:
  - Manage all bank accounts (checking and savings) and funds (including associated agency/association grant accounts).
  - Manages investment accounts (as directed by the Board).
  - Manage accounts payable (salaries, bills, and travel reimbursements).
  - Monitor receivables via online third-party membership, sponsorship/donation, and event registration program.
  - Develop annual operating budget; submits for Board approval.
  - Prepare quarterly and year-end financial reports; submits to Audit Committee for review and Board for approval.
  - Prepare and maintain financial records (digital and paper) for quarterly and annual audit by the CFP Audit Committee and external Financial Statement Audit every four years.
  - File state and federal tax returns and perform other duties related to taxes.
  - File required paperwork for corporation renewal.
  - File required paperwork with Secretary of State and Attorney General; maintains paperwork required for CFP's non-profit status.
  - Maintain website domain registration.
  - Secure bonding and liability insurance.
  - Manage funds related to Crumline Award sponsorships.
  - Review financial elements of all contracts.
  - Handle other related financial matters as needed.
- Provides support to committees:
  - Serves as an ex officio, non-voting member of the Strategic Planning Committee.
  - Collaborates with the Audit and Finance Committees to coordinate third-party audits as required by the governing documents.

- Responsibilities prior to the biennial meeting:
    - In cooperation with the Director, prepares biennial meeting budget; sets registration fees one (1) year in advance; submits for Board approval.
    - Reviews and approves biennial meeting expenses.
    - Applies for FDA grant subsidy as available; manages funds, administers the application, notification and recipient selection process.
    - Receives and processes all pre-registration payments and refunds in coordination with the Executive Assistant.
    - Works with Sponsorship Chair(s), the Local Arrangements Committee Chair(s), and the Executive Assistant to receive and track contributions.
  - Responsibilities during the biennial meeting:
    - Supervises onsite registration desk with Local Arrangements Committee staffing; secures money; keeps accurate records of walk-in registrants; provides receipts.
    - Provides oral Treasurer's Report to the Assembly of State Delegates.
  - Responsibilities after the biennial meeting:
    - Examines meeting venue billing for accuracy; pays in a timely manner.
    - Reviews all additional biennial meeting invoices; makes payment.
    - Provides grant subsidy reimbursements as applicable.
    - Provides a biennial meeting financial status report at the fall Board meeting following the biennial meeting.
  - Responsibilities for research or service grants awarded in collaboration with other agencies and aligned with CFP objectives:
    - Assists the Executive Director and grant staff to manage CFP's portion of the financial components of the grant.
    - Works with grant collaboration staff to manage the finances and deliverables of the grant.
- \* NOTE: Compensation for completion of post-award grant-related duties and responsibilities is commensurate with the scope and terms of the grant and will be in addition to the salary listed in the Conference for Food Protection Executive Treasurer Service Agreement.

**Selection Criteria**

- Has a thorough working knowledge of the goals, structure, and process of the Conference.
- Possesses a good understanding of financial accounting principles.
- Possesses sound judgment, balance, integrity, and objectivity.
- Possesses good computer skills and proficiency with Quickbooks
- Able to assess and meet the needs of the Conference membership.
- Commits to attending the biennial meeting and Board meetings as needed.
- Commits to serving a minimum of two (2) years; ensures no conflict of interest; abides by the terms of the service agreement.