

AMERICAN THEATRE ORGAN SOCIETY (ATOS)

JOB DESCRIPTION

TREASURER

1. Working with the Chairman of the Board, President, and Board of Directors establishing a working budget. This includes receiving budget requests from the various committee chairmen, compiling operational expense projections and revenue projections into a proposed budget to be reviewed with the Board of Directors for its initial approval and then presenting this proposed budget at the Annual Membership Meeting for the membership's approval.
2. Constant monitoring of expenditures and notify the ATOS Board when expenditures are exceeding the budget.
3. Establishing and monitoring a centralized deposit system (Lock Box) with the ATOS primary bank for Membership and MarketPlace revenues. Revenues from the Journal of the American Theatre Organ Society are deposited by the Editor and reported to the Treasurer. Designing and updating necessary forms for Lock Box payment remittance.
4. Establishing and monitoring credit card processing with outside vendor. Providing credit card processing for chapters conducting national conventions.
5. Receiving and approving bills for payment. Writing checks for approved bills.
6. Maintaining complete and comprehensive records of all revenue and expenditures.
7. Submitting monthly reports of finances to the Officers and Board of Directors including bank and credit card statements.
8. Making financial reports to members at the Annual Membership Meeting.
9. Attending Board of Directors meetings.
10. Investing Society funds as directed by the Investment Committee.
11. Making books and records available for inspections when necessary and authorized.
12. Handling insurance matters and policies.
13. Submitting reports annually to the IRS and State(s) as required.
14. Publishing an annual report of the financial condition of ATOS in the American Theatre Organ Society Journal.
15. Keeping a record of the equipment owned by ATOS and to who assigned.

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16. Engaging a CPA firm as necessary to assist in audits, IRS reports, government reports and internal reports as necessary.