



NAFSA: Association of International Educators: Region XII
Job Description: Treasurer & Treasurer Apprentice Stream

Term:

Three years

First year: Serve as Treasurer Apprentice
Second year: Serve as Treasurer
Third year: Serve as Treasurer and train apprentice

Appointment:

By the Regional Chair in consultation with the Region XII Chair Stream
(Chair-Elect and Past Chair)

Qualifications:

- Willingness to serve as a part of the regional leadership and work with the chair-stream on team training and conference planning
- Ability to attend/participate in designated Treasurer meetings and commitments, including monthly Treasurer cohort calls
- Must have the support and backing of one's institution/organization and direct supervisor to carry out the responsibilities of the position
- Ability to attend all Region XII team meetings, NAFSA Annual Conference and Region XII Fall Conference.
- Engage in routine business and online correspondence with the Region XII team
- NAFSA membership encouraged, but not required

Responsibilities:

1st Year - Treasurer Apprentice:

- Learn the systems and procedures employed by NAFSA/Region XII to complete tasks of the Treasurer in the second and third year of service
- Participate in Treasurer Cohort calls and other trainings
- Assist in identifying future potential candidates for the Treasurer Apprentice role at the end of your Apprentice Year.
- Assist Treasurer with any tasks, as assigned
- Participate in Executive Team meetings regarding Annual Budget Draft

2nd & 3rd Year – Treasurer:

- Update, maintain, and report on operating budget
 - Share budget template with District treasurers and collect District budget drafts for approval with Chair
 - Create the Region XII budget comprised of regional and district revenue and expenses
 - Propose recommendations to Executive Team and Region XII Team to meet objectives
 - Submit budget template drafts to NAFSA Accounting team as requested and make adjustments as needed
 - Provide budget updates and overviews at team meetings and public regional updates, as appropriate, to include starting balance, expenses (including grant expenditures), revenue total, and ending balance.



Prepare quarterly Account Balance reports from NAFSA's required systems for Region XII and the Districts Chairs and Treasurers

- Communicate financial policies and procedures to Region XII Team
- Communicate grant reimbursement process to awardees (i.e. travel grant reimbursements, advocacy grants, etc)
- Prepare and reconcile payments on weekly basis
 - Collect, prepare, and submit financial documentation for payment of invoices, reimbursements, credit card payments, and on-the-spot checks
 - Monitor payments and deposits to the lockbox to ensure they are reflected in accounts on Intacct
 - Review, reconcile, and approve payments on NAFSA's required systems
- Provide support for the Regional Conference
 - Work with the Conference Chair to issue payments for conference expenses including invoice from the conference site, vendors, performers, etc.
 - Work with Conference Chair to draft and finalize conference budget, as needed
 - Pull reports detailing conference expenses and revenue for Conference Chair and Chair stream, as requested
- Provide support to the District teams
 - Organize conference call to deliver training on financial procedures to District Chairs and District Treasurers
 - Facilitate credit card and/or check payments for district payments as needed
 - Facilitate district reimbursements as needed
- Provide Newsletter sponsorship support, as needed, in coordination with Chair stream, Development Coordinator, and Communications Chair
- Update NAFSA RXII Regional Team Shared Folder with information relevant to your position to ensure continuity and historical information for future leaders and activities