

CCAC

Credential Counselors and Analysts of California

JOB DESCRIPTION

JOB TITLE: Treasurer

RESPONSIBLE TO: CCAC Membership at Large, the Board of Directors as specified in the bylaws and the CCAC President

GENERAL SUMMARY: With the assistance and concurrence of the Board of Directors, the Treasurer is responsible for all cash receipts and disbursements for CCAC. Maintenance of the journals and ledgers must be kept in accordance with the laws of California for a non-profit organization

PRINCIPAL DUTIES of the BOARD OF DIRECTORS:

- Ensure that the business of CCAC is properly conducted and responsive to the needs of the membership
- Attend all Board meetings, establish policy, adopt an annual budget; approve all non-travel expenditures in an amount over \$1500.00 and all travel expenses over \$3000
- Establish committees as necessary
- Represent the position of CCAC on issues and ensure that the views of CCAC are communicated as necessary or desirable
- Require that the President and/or a designated representative of CCAC attend and report to the Board of Directors and the membership on meetings of the California Commission on Teacher Credentialing or any other state agency which may have authority that directly relates to credentialing
- Conduct conferences consistent with the purpose of the organization.

PRINCIPAL DUTIES AND RESPONSIBILITIES AS TREASURER:

- Serve as Chief Financial Officer
- Supervise the charge and custody of all funds of CCAC including:
 - Deposit of such funds in the manner prescribed by the Board of Directors
 - Disbursal of funds for authorized organizational expenses
 - Keeping and maintaining of adequate and correct accounts of CCAC properties and business transactions
 - Keeping of all other financial records, reports and documents of this corporation
- Prepare and render all financial reports and accountings at each Board of Directors meeting (currently using Quicken financial files) including:

- Profit/Loss Comparison (year to date)
 - Current Balance Sheet
 - Income/Expense Comparison (year to date)
 - Itemized categories (since last report)
 - Transactions (since last report)
- Approve, with the President and the Vice President – Programs, all orders or checks for disbursement of funds
- Coordinate with the President the development and preparation of the yearly budget
- Provide appropriate reports to maintain non-profit status with appropriate governmental agencies
- Prepare annual report for income tax and send Forms 1099 when appropriate
- Be able to obtain appropriate bond
- Articulate organizational position when requested to do so by the President
- Be available to support, assist and help educate other analysts when requested
- Perform related duties as assigned or as the situation dictates
- Present a positive and professional image when representing CCAC

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- CCAC member in good standing
- Understanding of credentialing issues, as well as the function of the Commission on Teacher Credentialing, Commissioners and staff, and how they interact with one another
- Ability to interact with individuals from IHEs, County/District Offices, and the Commission on Teacher Credentialing
- Able to travel and attend meetings
- Able to work independently on assigned projects
- Perform related duties as assigned or as the situation dictates

EXPERIENCE:

Two years or more of service on CCAC Committees or five years experience working in credentials preferred. Some knowledge of bookkeeping and ability to learn Quicken or other software used to track expenses helpful.