

**Florida Biomedical Society**

**Treasurer**

**Job Description**

Elected by FBS Membership Treasurer – voting member of FBS Board

**Purpose:** The purpose of the Florida Biomedical Society’s Treasurer is to act as Chief Financial Officer for the Florida Biomedical Society.

**Term of Service:** One Year Term beginning at start of calendar year and concludes on December 31st of that year. Re-electable to additional terms subject to rules of FBS Bylaws.

**Reports to:** FBS President and Board of Directors

**Qualifications, Knowledge, Skills, Abilities:**

1. Shall be a member of FBS in good standing
2. Provide appropriate appearance and demeanor
3. Basic accounting and money management skills
4. Should be familiar various accounting software systems
5. Excellent organizational skills
6. Demonstrate ability to collaborate with a diverse team
7. Good Microsoft Office or equivalent knowledge
8. Basic management skills

**Duties and Responsibilities:**

1. Maintain the FBS financial records in a professional manner and in accordance with best practices, FBS Bylaws, Federal and State of Florida regulations.
2. At all FBS Board of Directors meetings shall submit and/or present current financial dashboards, summary, and other reports as needed or requested to satisfy the FBS Board of Directors.
3. To disperse FBS funds as authorized by FBS Board/President, per guidelines granted by the FBS Bylaws.
4. Assure compliance with all local, State, and Federal Tax Laws and regulations, and to act as FBS’s representative to accountants, or agents of local, State or Federal governmental agencies.

1. To collect and maintain membership dues from all local societies as mandated in the FBS Bylaws and all other receivables as dictated by the FBS Board.
2. To maintain, track and account for bank accounts, CD, stocks, bonds, property or any other assets owned by FBS.
3. Perform such duties as may be directed by the Board of Directors or at the president’s discretion when deemed to be in the best interest of the Florida Biomedical Society.
4. Maintain good standing status and attendance required by the Bylaws of FBS.

Approved By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_