



NEACOP

New England Association of
Chiefs of Police, Inc.

Job Title: Treasurer

Reports To: NEACOP Executive Committee

Position Type: Elected, One-Year Term (renewable)

Compensation: \$4,885 per year (paid quarterly)

Job Summary:

The Treasurer is responsible for overseeing NEACOP's financial transactions, maintaining accurate financial records, and ensuring fiscal accountability. While much of the financial processing is handled by the association's accountant, the Treasurer provides oversight, signs checks and ensures proper financial reporting.

Key Responsibilities:

Financial Oversight & Reporting:

- Sign checks and approve payments in the "normal course of business" and as authorized by the Executive Committee.
- Report to the Executive Board and the Annual Meetings on financial matters.
- Open and/or manage Certificates of Deposit (CDs) and other investment accounts as needed.

Budgeting & Audit Responsibilities:

- Lead the budgeting process with assistance from accounting staff.
- Ensure adherence to the approved budget and financial policies.
- Work with the Audit Committee to ensure compliance and accountability.

Record Keeping & Compliance:

- Maintain all financial records, receipts, and disbursements.
- Ensure all financial actions comply with NEACOP bylaws and regulations.
- Facilitate the annual audit process with external auditors (if required) and office staff.
- Ensure proper transition of financial records to the next Treasurer upon completion of term.

Collaboration with Executive Leadership:

- Work closely with the Executive Director and Secretary on financial matters.
- Provide input on financial decisions impacting NEACOP's operations.
- Attend Executive Committee and Annual meetings and present financial reports.

Qualifications & Skills:

- Must be an Active, Active Life, or Life member of NEACOP.
- Experience in financial oversight, budgeting, or nonprofit finance preferred.
- Strong organizational and record-keeping skills.
- Attention to detail and integrity in handling association funds.
- Ability to work collaboratively with the Executive Director, Secretary, and Executive Committee.