



PO Box 10735
Greensboro, NC
www.gmdm.org

Treasurer Responsibilities

1. Attend Board meetings and events when possible.
2. Utilize online sites to account for payments such as Membership Works and Square.
3. Handle all bank functions related to deposits, withdrawals, and check signing.
4. Ensure that contractual agreements requiring deposits are paid and event invoices are paid timely.
5. Provide updated membership information to President.
6. Handle all accounts payable transactions for vendors.
7. Reconcile monthly accounting using Quickbooks. **Treasurer needs to have a working knowledge of accounting and bookkeeping responsibilities.
8. Assist CPA with tax preparation and correspondence.
9. Assist with other committee-related financial duties as needed.
10. Provide financial statements to President for board distribution.
11. Present financials during monthly board meetings or provide to President to present if unable to attend.

Guilford Medical & Dental Managers is the premier professional organization for medical and dental practices in Guilford County and surrounding areas, dedicated to providing timely educational programs, strong networking support and personal growth opportunities. Join. Connect. Grow.