



OFFICER JOB DESCRIPTION

A NIGHT IN OLD SAN ANTONIO®/ NIOSA® TREASURER

APPOINTED OFFICER

BYLAWS: ARTICLE V: OFFICERS _ SECTION 6. DUTIES OF OFFICERS

The NIOSA TREASURER shall:

1. Act as Treasurer of the Night in Old San Antonio Committee.
2. Have charge of and be responsible for supervision of the current operating expenses of the Night in Old San Antonio Committee.
3. Two of the four following signatures are required for the withdrawal of NIOSA funds: the NIOSA Treasurer, the Fourth Vice-President, Society Treasurer or the President.
4. Perform such other duties assigned by the President or the Board of Directors.

DUTIES OF THE NIOSA TREASURER

1. ACCOUNTING:

- a. NIOSA Treasurer's Report – review the report as prepared by the bookkeeper and present to the SACS Board at the regular board meeting on the third Wednesday of each month. Be prepared to answer questions about the report.
- b. NIOSA Budget – assist the bookkeeper and chairman in preparing the annual budget. Present the budget to the SACS Board in August.
- c. Budget Committee – serve on the SACS Budget Committee and present NIOSA Treasurer's Report and Budget at the SACS Budget meeting on the third Monday of each month.
- d. Checks – sign all NIOSA checks and review invoices/backup documentation.
- e. TABC License – obtain money order from bank and take with application for temporary license to TABC office as needed for NIOSITAS and NIOSA. Bookkeeper handles in the event the Treasurer is not available.
- f. Funds Transfer – transfer funds between bank accounts as needed.
- g. Serve on NIOSA Advisory Committee (non-voting member).

2. CONTRACTS:

- a. Review and sign all NIOSA contracts.

3. COUPON DEPOSIT:

- a. Supervise Coupon Deposit and provide assistance when needed.

4. COUPON VERIFICATION:

- a. Supervise Coupon Verification and provide assistance when needed.

5. FINANCE ROOM:

- a. Supervise Finance Room and provide assistance when needed.

6. GATES:

- a. Supervise Gates and provide assistance when needed.

7. TICKETS & WORKERS' PASSES:

- a. Review printing bids for Gate, Advance Sale (Public and Member), and Complimentary Tickets; Food Coupons; and Workers' Passes.
- b. Assist NIOSA Bookkeeper in recording and distributing above tickets and passes for NIOSA.

8. **ASSIST:** As needed, assist the NIOSA Chairman, NIOSA Director of Operations, NIOSA Bookkeeper, and NIOSA Administrative Assistant.