

**POSITION DESCRIPTION  
FOR ASSISTANT TREASURER**

1. Incumbency. The Assistant Treasurer is a member recommended by the Vice President-Administration, subject to confirmation by the Executive Council.
2. Tenure. The Assistant Treasurer serves for one year. An incumbent may be re-appointed annually and serve for up to three years.
3. Accountability. The Assistant Treasurer is accountable to the Vice President-Administration.
4. Duties. The Assistant Treasurer complements and strengthens the Vice President-Administration's responsibilities in overseeing the preparation and maintenance of all financial records and all monetary transactions by the CAS Office for the effective operation of the Casualty Actuarial Society and associated trust funds. Such duties are:
  - a. Disbursements
    - i. Maintain and monitor disbursement authorization and disbursement accounting procedures.
    - ii. Co-sign all checks above limit specified by the CAS Board of Directors.
    - iii. Sign all checks payable to the Executive Director.
    - iv. Review and sign-off on the monthly check ledger.
    - v. Sign-off on all transfers of funds among accounts.
  - b. Income and Investment Activities
    - i. Monitor income accounting procedures.
    - ii. Monitor monthly cash flow reports prepared by the CAS Office.
    - iii. Oversee the execution of investment policy through approval of all investment transactions.
  - c. Budgeting and Monitoring
    - i. Review the quarterly reports of the financial condition of the CAS as prepared by the CAS Office.
    - ii. Consult with the CAS Office on the preparation of the annual budget for presentation to the Finance Committee in accordance with the CAS calendar.
    - iii. Participate with the CAS office in the annual financial audit and any special audits as necessary.
    - iv. Participate in other activities, as appropriate, as an ex officio member of the Finance Committee.
5. Authority. Assistant Treasurer has authority to ensure the maintenance of CAS financial accounts, to prepare required reports, and to make investment transactions for the organization.