

**Vision**

The OSRT will be the voice of Ohio medical imaging and radiologic science professionals.

Mission

The OSRT will advocate for medical imaging and radiation therapy professionals by advancing professional practice to enhance the quality of patient care.

Job Description of OSRT Financial Manager

It is the purpose of this agreement to create a contractual relationship between the OSRT and an Individual for the purpose of functioning as the Financial Manager for the OSRT. This agreement in no way creates an employment relationship between the parties. This individual shall serve in the capacity of an independent contractor.

The Financial Manager is responsible for fiduciary oversight, overseeing and transacting the business necessary to achieve the OSRT's goals and to fulfill its mission. The Financial Manager also performs the same basic duties for the OSRTERF (OSRT Education Research Foundation).

The term of this position runs the course of the organization's fiscal year which is 9/1 through 8/31; and is renewed annually. In the event the position is not renewed on or before 7/1, the Financial Manager agrees to continue to provide services on a month-to-month basis until the next board meeting.

Qualifications:

- Should be an active member of the OSRT
- Should have an understanding of the legal requirements of a non-profit 501(c)(6) and 501(c)(3) organization
- Should have an understanding in preparing and executing contracts
- Must have the skills, resources and willingness to provide financial management services
- Must have experience and/or interest in budgeting, accounting and the financial transactions of an organization
- Must have the ability, knowledge, and communication skills to research and respond to fiduciary and compliancy questions that are raised by the board and membership

Specific Duties of the Position:

- Attends all Board meetings, the entire Annual Meeting, and special meetings as required
- Supports the Executive Secretary in the registration area during the Annual Meeting
- Works closely with the Executive Secretary and Webmaster.
- Responsible for the collection of and accountability for all funds of the Society and the disbursement of funds as approved by the OSRT Board of Directors.
- Oversees the budgeting process including budgeting and accounting for expenditures and assists the OSRT Board of Directors in exercising its fiduciary duty.
- Provides the Board financial reports during Board meeting and presents a budget for approval at the Annual meeting.
- Attends ad hoc meetings/calls as needed
- Prepares and Submits required documents as stated yearly to the ASRT
- Works with the designated CPA to prepare the required IRS tax documents and 1099 forms
- Perform other duties as required