



Treasurer Job Description

The Treasurer is elected by the Board of Directors annually at its annual meeting. The Treasurer shall hold office until his successor shall have been duly elected or until his or her death, resignation or removal.

Requirements:

- Financial knowledge of the organization.
- Personal commitment to devote the time necessary to perform the responsibilities of Treasurer.
- Understanding of financial accounting for nonprofit organizations.

Responsibilities:

- Serve as chair of the Finance Committee.
- Manage, with the Finance Committee, the Board's review of, and action related to, the Board's financial responsibilities.
- Work with the Executive Director and bookkeeper to ensure that appropriate financial reports are made available to the Board on a timely basis.
- Assist the Executive Director and bookkeeper in preparing the annual budget and presenting the budget to the Board for approval.
- Work with the Finance Committee and the Executive Director to develop Fiscal Policies for recommendation to the Board to ensure the financial integrity and sustainability of the organization.
- Work with the Finance Committee and the Executive Director to develop long-term financial strategies.
- Keep informed of current legal, regulatory and sector developments relating to the Board's financial responsibilities.
- Attend Finance Committee meetings and other meetings as necessary.

Specific tasks include:

- Review monthly bank statements.
- Review bank reconciliations in QuickBooks Online.
- Review monthly credit card statements.
- Prepare treasurer's report for board.
- Review and approve all cancelled checks.
- Provide information for Finance Committee.
- Provide information for Executive Committee.
- Determine assets to be capitalized and adjust accordingly.
- Calculate depreciation expense and enter adjustment.
- Prepare for & attend monthly board meetings.
- Prepare for & attend monthly executive committee meetings.
- Lead, prepare for & attend finance committee meetings (4 year)
- Commit to general board member.

07/30/2019