



POSITION: Board Treasurer (volunteer position)

REVISION DATE: 1-30-2023

Time requirements: approximately twelve hours per month

Position Summary:

The board treasurer is an officer of the Association, appointed in a manner consistent with the bylaws. The Treasurer is appointed by the Board of Trustees for a One (1) year January 1 - December 31st, with opportunity for re-appointment annually.

The treasurer is an officer of the Association and is appointed in a manner consistent with the Association bylaws. The Treasurer has no authority to direct staff or take independent action on matters outside of the duties outlined unless given such authority by the Board.

The treasurer will offer guidance to the Executive Director in ensuring good fiscal planning, decision-making and oversight at a governance level.

Professional Skills

- Commitment to the organization's mission and strategic direction
- An understanding of, and experience with, good financial management and reporting practices
- An appreciation of the kind and level of financial information needed at a board level to support decision making.
- An ability to commit the time required to fulfill the responsibilities described
- QuickBooks Online experience is preferred
- Non-profit accounting experience

Essential Duties and Responsibilities of the Treasurer include:

- Attend monthly finance committee meetings and board meetings in person or via zoom.
- Overseeing the development of high-level financial policies and their review by the board
- Assisting in the preparation of the annual budget and its presentation to the board for review.
- Assisting the Executive Director and board chair with the development and presentation of the annual report at the Association's annual meeting.
- Ensuring that the appropriate monthly or quarterly financial statements are reviewed by the board, and alerting the board to any important discrepancies between planned and actual figures
- Ensuring that the organization maintains the appropriate financial books, records, tax filings, payroll, and other liabilities are accurate, up to date, and settled in a timely manner.

- Recommending proper investment of excess funds
- As needed, assisting the Executive Director in verifying that donations are handled appropriately and that grants, and service delivery contracts are accounted for in accordance with the requirements of funders
- Meeting with the external auditor annually, or more often if needed, to identify any financial control and record keeping problems or deficiencies and oversee action by the Executive Director to address them
- Recommending to the board the need for a review or renewal of auditing and bookkeeping services provided
- Along with the Executive Director, keep the board informed of important financial events, trends, and issues relevant to the organization