



JOB DESCRIPTION/DUTIES OF THE TREASURER

The Treasurer installs and oversees financial policies and procedures that protect the organization. The Treasurer must maintain a complete knowledge of the organization's financial viability and utilize his/her knowledge to aid the President and the Management Board of Directors in making fiscally sound decisions. The Treasurer is also responsible for ensuring that the organization complies with all laws and regulations relating to financial procedures, solicitation of contributions, and tax exempt status. The Treasurer must also protect the organization from theft and fraud by ensuring the safety of the organization's assets, and ensuring that the organization establishes, reviews, and adheres to internal controls.

Responsibilities:

The Treasurer shall:

- Prepare reports for board members, sponsors and others
- Prepare and propose a budget at the annual fall MBoD meeting
- Ensure that funds are handled in accordance with policies and procedures determined by the MBoD
- Ensure that systems are in place to properly remit all payments due, in accordance with spending procedures determined by the MBoD
- Ensure that the books are kept in accordance with policies and procedures determined by the MBoD, utilizing accounting software
- Ensure that the books are reconciled in a timely fashion by a third party bookkeeper
- Ensure that periodic reviews and/or audits are completed, in accordance with applicable regulatory requirements
- Ensure that systems are in place to properly acknowledge and record all donations
- Work with the Executive Director to prepare and circulate financial statements (a) monthly, (b) in advance of each regularly-scheduled MBoD meeting, and (c) upon request of the President
- Serve as a member of the Investment Committee
- Sign yearly regulatory documents on behalf of the organization

Qualifications:

- A degree in accounting, or substantial work experience in accounting, finance, or previous nonprofit financial management experience
- Experience preparing budgets