

KIDDO! Board of Directors
Position Descriptions
Treasurer

Treasurer shall:

1. Annually:

- Complete year end Annual Report and Financial Binder for auditor, including
 - Compile Excel-based consolidated financial summaries
 - Prepare journal entries to reflect accrual basis of accounting (pledge receivable, accrued expenses, fixed assets).
 - Reconcile Endowment investment transactions to 3rd party reports
 - Determine appropriate journal entries to record realized and unrealized gains/losses and activity
- Coordinate and manage external audit. Assist Staff Accountant during audit.
- Assist Tax Preparer with Federal and State Tax Returns, including extensions (if needed)

2. Quarterly:

- Attend Investment Committee (evening) meeting

3. Monthly:

- Attend KIDDO! Executive Board (morning) and General Board (evening) meetings
- Chair the Allocations Committee (meets Feb-May)
Support Executive Director during Budgeting process
- Chair the Finance Committee.
 - Compile financial reports and track action items
 - Attend monthly meetings (morning)
 - Review monthly bank reconciliations, cash flow, and actual income/expenses vs. budget

4. As needed:

- Assist Staff Accountant with classification/recording of specific transactions and journal entries.