



Position Title: Esperanza Shelter Board Treasurer

Reports to: Board of Directors

Classification: Volunteer

Supervisory Responsibilities: The Board Treasurer has no supervisory responsibilities.

Position Mission

The Board Treasurer facilitates strategic thinking about the relationship of Esperanza's mission to its financial status, short and long term, to ensure wise fiscal stewardship of agency resources.

Term: Two-years

Essential Functions:

- **Financial liaison:** Act as liaison between the Executive Director, the Finance and Operations Director, the Finance Committee, the Board President, and the Board as a whole as related to financial matters. Keep Board apprised of key financial decisions and concerns.
- **Finance Committee:** Serve as Chair of the Finance Committee and report regularly to the full Board about the Committee's work. The Finance Committee meets once per month for one hour.
- **Financial oversight:** In conjunction with Finance Committee and the Finance and Operations Director, oversee:
 - Financial condition:** Report on financial condition of Agency at every Board meeting with a written treasurer's report
 - Strategic Planning:** Provide input to Long-term strategic planning and envisioning for agency financial success
 - Budget:** Assist with the organizational budget, as needed and take lead in presenting the budget to the full Board.
 - Asset management:** Ensure prudent asset management.
 - Policies:** Recommend financial policies for adoption to the full Board, as needed.
 - Audit:** Work with the Finance and Operations Director to report any audit findings to the Board.

Competencies:

- **Financial acumen:** Possess background and aptitude for understanding complex financial statements and planning for the long-term financial health of a nonprofit organization.
- **Business acumen:** Possess background and aptitude necessary for understanding a complex, multi-faceted business/nonprofit enterprise.
- **Analytical ability.** Ability to read, analyze and interpret complex financial documents.
- **Leadership skills.** Ability to create an effective team approach in monitoring the Agency's financial condition, leading the Finance Committee, and meeting the Board's fiduciary responsibilities.

Work Schedule

The Treasurer should have the ability to devote an average of 5 hours per month to the organization at a minimum.

Confidentiality Agreement

All volunteers must abide by Esperanza Shelter's confidentiality agreement regarding maintaining strict confidentiality of all participants involved in services. All board members must abide by strict confidentiality of all Esperanza Shelter board and finance matters.