



## Treasurer Job Description

The Treasurer oversees the management and reporting of the Foundation's finances. The Treasurer will draft and present the annual budget to the board, prepare and present a treasurer's report at board meetings, check accounting work for errors and fraud, sign or approve checks and other payments, and sign the annual tax return for the Foundation.

### Duties:

Perform bookkeeping and bank reconciliations on a monthly basis. Produce monthly financial reports and submit them to the Board of Directors and President
Monitor Foundation expenses and debts. Keep the President and Board regularly informed of key financial events, trends, concerns, and an assessment of fiscal health. Inform the President and Board of cash flow issues throughout the year. Complete required financial reporting forms in a timely fashion. Ensure that financial documents are available to the Board.
Organize bank accounts, deposit cash and checks, and manage credit card accounts. Verify and pay bills. Ensure that volunteers submit the proper documentation when requesting reimbursement for expenses. Approve expense documentation or request the President authorize approval. Issue payment of expenses within 48 hours of documentation approval.
Develop a budget in cooperation with the Directors and Managers. Present the budget to the President and Board for approval. Compare revenues and expenses incurred against the budget and present a monthly report to the President and Board.
File tax returns and other required financial documents.
Manage funds from fund raising efforts and report monthly to the President and Board. Process product orders and verify inventory. Coordinate with warehouse manager.
Keep a list of paid newsletter subscribers.
Manage investments as directed by the Board.
Other duties as assigned

### Core Competencies:

Knowledge of general accounting procedures; attention to detail, timeliness in completing tasks; accurate record keeping; willingness to ask questions and research solutions
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