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**Treasurer**

**Position Description**

**Overview**

The Treasurer has a watchdog role over all aspects of financial management, working closely with other members of the board to safeguard the organization’s finances**. It is important to note that although the Treasurer ensures that these responsibilities are met, much of the work may be delegated to paid staff, vendors, or volunteers**.

PA has an experienced full-time staff person who is familiar with our systems. PA also has a robust Finance Policies and Procedures Manual as well as step-by-step How-To guide. The Treasurer will not need to create new systems from scratch, but will rather ensure compliance to existing policies and while helping the organization grow strategically.

Historically, the Treasurer has also served as a member of the board’s Executive Team.

**Estimated Time Commitment**: 5 hours per week

**Responsibilities**

General financial oversight

* Oversee and present budgets, accounts and financial statements to the executive committee and board
* Ensure that appropriate financial systems and controls are in place, and comply with relevant legislation
* Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies
* Reviews all payrolls and is responsible for all personnel files
* Reviews and approves all reimbursements and fund requests
* Oversees expense allocations

Funding, fundraising and sales

* Advise on the organization’s fundraising strategy (especially by informing how the plans may fall short of budget and necessitate the use of reserve funds)
* Create budgets to support any proposals to donors (this is rare)
* Ensure use of funds complies with conditions set by funding bodies (we very rarely have temporary restrictions)
* Ensure fundraising and sales complies with relevant legislation (the most complicated of this is making sure we’re handling sales tax appropriately)
* Ensure effective monitoring and reporting

Financial planning and budgeting

* Prepare and present budgets for new or ongoing work (generally, the annual budget is the only formal budget that is prepared. Other budgets are pro forma)
* Advise on financial implications of strategic and operational plans
* Present revised financial forecasts based on actual spending (generally pro forma)

**Treasurer**

**Position Description** (continued)

Financial reporting

* Present regular reports on the organization’s financial position
* Prepare accounts for external compilation and review as required (PA does not conduct a formal audit at this time, though that may be worth considering in future years.)
* Present accounts at appropriate board and membership meetings
* Advise on the organization’s reserves

Banking, book-keeping and record-keeping

* Manage bank account, including the addition/removal of other signers (generally, the executive team)
* Treasurer is signatory for all bank accounts
* Set up appropriate systems for book-keeping, payments, lodgments & petty cash
* Ensure everyone handling money keeps proper records and documentation

Control of fixed assets and stock

* Ensure proper records are kept
* Ensure required insurance is in place.

**Regular Activities**

Weekly *(these items take about 30 minutes in total per week and can be scheduled with the staff as convenient)*

* Review and approve expenditures
* Sign checks
* Deposit Checks
* Monitor cash flow statements from bank (automatic email)

Monthly

* Review monthly close prepared by staff and support any necessary revisions
* Monitor budget to actuals and discuss course corrections, if any, with staff
* Share draft statements with Finance Team and Executive Team
* Share high-level dashboard documents with board, and be available to answer questions.

Quarterly

* Ensure staff and CPA are meeting city, state, and federal filing deadlines as appropriate
* Support staff and CPA in production of formal financial statements
* Review financial statements prepared by the CPA

Annual

* Guide organization through budgeting process (late summer into fall)
* Review year-end filings (winter)
* Ensure required insurances are in place.