

Position Name: Treasurer

Last updated: August 2019

Position Summary: Manage all financial affairs for the organization including bank statements, annual budget, finance committee, accounts payable/receivable, reimbursement processes, and tax filings. Must be employed by a nonprofit organization.

Roles and Responsibilities

- Financial Management of the organization such as but is not limited to bank reconciliations, bank statements and managing cash flows.
- Creating a yearly Budget with insight from other board members and presenting to the board for approval.
- Generating Financial Reports on a monthly basis and reporting to the Board on a Quarterly basis the actual vs. budget.
- Filing of 990 Reports and Biennial Reporting within a timely manner.
- Oversee Finance Committee according to organizational by-laws
- Collaborate with other board members on overarching organizational strategies and specific projects as well as support other board members' roles and responsibilities as needed

Knowledge, Skills, and Abilities

- 2-3 years accounting experience, with expertise in Budget creation, Financial Reporting, and knowledge in Basic Accounting Principals
- Knowledge in Excel and Word
- Strong organizational skills and attention to detail