

BOARD TREASURER JOB RESPONSIBILITIES

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Prepared By: Advisory Board	Approved By: United Board
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POSITION OVERVIEW

The nonprofit treasurer is an enthusiastic leader who has experience in accounting and the ability to generate financial reports. In this role, they are the front-line person to inform the board about important financial events and any other financial concerns. In this position, they are responsible for filing the proper forms with the IRS to ensure good standing of the nonprofit. They will be tasked with setting up robust internal controls and financial management policies. Accounting should be accurate, complete and up-to-date and reported to the board at each meeting. It is critical the treasurer is committed to accuracy, transparency and timeliness. This role will require 15 hours per month and possibly more in busier event seasons.

ESSENTIAL AND IMPORTANT DUTIES

Duties may include, but are not limited to, the following:

1. Provides financial reports at each board meeting.
2. Creates a budget in conjunction and with final approval by the board.
3. Submits timely tax filings on behalf of the nonprofit.
4. Tracks all donations, grants and performs grant reporting.
5. Tracks all expenditures for the organization.
6. Creates robust financial policy and procedure for the board to approve.
7. Provides donor information to the secretary to generate thank-you letters.
8. Raises income through donations, grants and other avenues.
9. Maintains visibility in the community and transparency of activities conducted by the organization.
10. Oversees the financial aspect of the organization, including audits as required.

MINIMUM QUALIFICATIONS

1. Five (5) years of progressively responsible experience or any equivalent combination of education and experience.
2. Considerable knowledge of nonprofit organizations including applicable laws and regulations.
3. Skill in resolving disputes and moving to positive resolutions.
4. Ability to plan, organize, direct and supervise the work of the organization.
5. Ability to communicate effectively verbally and in writing.
6. Ability to establish and maintain effective working relationships with Helper City and the general public.