



Job Description

Job Title: Treasurer

Reports To: President

Description and Responsibilities:

- Attend all board meetings
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Understand financial accounting for nonprofit organizations
- Serve as the chair of the finance committee
- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities
- Work with the Executive Director and President to ensure that appropriate financial reports are made available to the board on a timely basis
- Prepare and present the annual budget to the board for approval with the assistance of the Executive Director and Committee Chairs or Coordinators
- Review the annual audit and answer board members' questions about the audit
- Prepare all documents information and necessary for the completion of the annual tax filings
- Prepare quarterly and annual reporting / filings required by the State or IRS