



Treasurer of the Board

Description of Duties

### **Board Treasurer Job Description**

The Treasurer of the Board:

1. Manages finances of the organization with designated staff and the Executive Director of the nonprofit
2. Ensures that appropriate policies and procedures exist for collection of money, deposits, reconciliation of bank statements, oversees accounts payable including managing the check book, and provides balance sheet, operating statement and cash flow reports to the board at each meeting.
3. Administrates fiscal matters of the organization with the Executive director
4. Provides annual budget to the board for members' approval by working with the Executive Director on the draft of the budget and then present the final "draft budget" to the board for review, comment and then approval.
5. Ensures board review of financial policies and procedures which includes making sure there is a policy in place about how the board will review the Form990 before it is filed.
6. Delivers the financial reports at all regular meetings of the Board of Directors.
7. Orients new board members to the financial statements and financial documents presented at board meetings.
8. Acts as the key liaison to the board on all financial and fiscal matters, working closely with the Executive Director in charge of finances and may also help to oversee the annual audit. Some nonprofits are following best practices of having a separate Audit Committee, and ensuring a separate person chairs the Audit Committee. In this case, the Treasurer is often "on" the Audit Committee, but not the chair.
9. Evaluates and amends this job description to meet the unique needs of Apple Playschools