

Board Treasurer Job Description

Purpose:

The treasurer, jointly with the board chair, ensures that current records are maintained, reflecting the financial condition of DuPagePads. These records will include cash, outstanding advances, investments, accounts receivable and other assets, accounts payables, and fund balances (net assets).

Responsibilities:

- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Understand financial accounting for nonprofit organizations
- Serve as financial officer of the organization and as chairperson 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 the finance manager to ensure that appropriate financial reports are made available to the board on a timely basis
- Assist the executive director or the finance manager in preparing the annual budget and presenting the budget to the board for approval
- Review the annual audit and answer board members' questions about the audit

Elected By: Board

Length of Term: One year

Time Commitment: As required to accomplish major duties

Reporting: The treasurer reports to the board chair and to the board

Knowledge and Skills:

1. Knowledge of the organization and personal commitment to its goals and objectives
2. Understanding of financial accounting for nonprofit organizations
3. Ability to work with the chief financial officer and auditor as necessary

Budget Support: Costs of conferences