



MOUNTAIN EMBER TEAM BOARD OF DIRECTORS JOB DESCRIPTION: TREASURER

The Treasurer is a voting member of the MET Board of Directors who oversees the management of the financial affairs of the organization. He/she works with other Board officers to develop financial plans, to ensure Board review of financial policies and procedures, and to prepare the organization's budget. He/she serves a two year term as a Board member with no limit to number of reelections. Officers are selected annually at the first meeting of the Board following the Annual Meeting.

The Treasurer is accountable to the Board for the fulfillment of the duties and responsibilities outlined below.

GENERAL RESPONSIBILITIES

Financial management and/or oversight. The Treasurer shall manage and oversee the management of the financial affairs of the organization, including selecting a bank, reconciling bank statements, and managing cash flow. The Treasurer should be knowledgeable about who has access to the organization's funds and any outstanding bills or debts owed. The Treasurer should create and maintain systems for ensuring the organization's ongoing solvency and oversee the development of the organization's financial policies such as check signing authority, expense reimbursement, credit card usage, and petty cash policies.

The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the properties and transactions of the Corporation, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements. The books of account shall be open to inspection by any Director at all reasonable times.

Deposit and Disbursement of Money and Valuables. The Treasurer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Corporation with such depositories as may be designated by the Board; shall disburse, or cause to be disbursed, the funds of the Corporation as may be ordered by the Board; shall render, or cause to be rendered, to the President and Directors, whenever requested, an account of all of his or

her transactions as Treasurer and of the financial condition of the Corporation; and shall have other powers and perform such other duties incident to the office of Treasurer as may be prescribed by the Board or by the Bylaws.

Budgets. The Treasurer is responsible for preparing, or facilitating, the preparation of an annual budget, as well as regularly monitoring and comparing the actual revenues and expenses incurred against such budget. The development of a budget that supports the organization's goals and drives decision-making is an important part of an organization's success in effectuating its mission. The budget should be reviewed and approved by the Board; however, the Treasurer should be prepared to explain and justify the document.

Reports. The Treasurer should have thorough knowledge and understanding of the organization's financial reports and important financial ratios. The Treasurer should keep the Board apprised of key financial events, trends, concerns, and assessments of the organization's fiscal health. The Treasurer is also generally responsible for completing, or ensuring the completion of, required financial reporting forms (including the IRS Form 990) in a timely manner and making these forms available for the Board's review.

Financial Liaison. The Treasurer should have the ability to translate financial concepts and information, if necessary, for Board members who do not have financial backgrounds or substantial financial experience. He/she should also be able to facilitate and encourage the Board's strategic thinking about the short and long term financial vitality of the organization in relation to its advancement of the organization's mission.

SPECIFIC RESPONSIBILITIES

- Track all donations and classify them as unrestricted or restricted. Keep digital images (and, where possible, physical copies) of all donation checks and any associated notes, letters, or other information, especially as regards the intent of the donation (so that it can be placed in the appropriate Restricted Account, or a new Restricted Account can be created for the donation). Keep an account for each restricted class so that restricted donations are only used for the purposes specified by the donor.
- Ensure that Thank-You / Tax Acknowledgment letters are sent quarterly to all donors. Keep track of which donations have been acknowledged and which remain unacknowledged. Modify existing standard letters to fit special donation situations. Currently the Mail Merge function in MS Word is being used to create the letters, requiring that all of the donation information (name, address, date of donation, amount of donation, etc.) be entered into a properly formatted Excel spreadsheet to work with the Word documents.
- Track all expenses. Ensure that receipts are received for all spending and that physical copies and digital images are kept for all receipts. Ensure that the record of spending matches the Credit Union records. For each expense, track whether the funds covering the expense were from restricted or unrestricted accounts, and if restricted, which

account was debited to cover the expense. For all expenses, assign the expense to a budget item. Single receipts may (and commonly do) have expenses covered by both Restricted and Unrestricted accounts, and that are assigned to different budget items.

- Continuously track all Restricted Accounts, the funding status of all budgeted items, and the amount spent for each budget item.
- Prepare monthly financial reports for the Board.
- Towards the end of each Fiscal year, work with MET Committees and the Board to prepare an Annual Budget. The Treasurer is responsible for the preparation of the final budget document, and for tracking any modifications to the Budget made by the Board
- Complete and file tax returns required by the IRS and the California FTB.
- Provide financial information needed for grant applications to the MET committee(s) responsible for grant applications.
- Track all spending against grants received, and (along with anyone in the MET who is tasked with being a grant manager) prepare the financial sections of whatever documents are required by the granting agency on an ongoing basis.
- Track (or ensure that someone else is tracking) all physical assets of the MET, and work with the appropriate committee to assign defensible valuations to each asset. Keeping a current accounting of the values of physical assets is part of the information needed to prepare a balance sheet, which must be submitted annually as part of California Non-Profit Tax Returns, and which is likely to be required by some organizations or agencies that provide grants to non-profits.

The Treasurer performs other duties assigned to him or her by the Board, by the President, or as prescribed in the MET Bylaws.